EXHIBIT 3
OSPCM MATERIALS MANAGEMENT – BS III

INTRODUCTION

The MATERIALS MANAGEMENT Business Solution Area III deals with the management of inventory. This Business Solution area is broken down into 19 sections: view a job's material requirements, issue material needed on a job, view an inventory item, view assignments, junk an inventory item, split a reel of cable, adjust an inventory balance, change the status of an inventory item, exempt an inventory item, return an inventory item, transfer an inventory item, relocate an inventory item, add an inventory item, view issues, view material inventory transactions, run an inventory scan, process material usage, report material inventory transactions to asset management, report reconciliation file to asset management.

Each section is briefly described and then broken down into the actual navigational flow through the presentation. The purpose of this document is to gain consensus as to the deliverable for MATERIALS MANAGEMENT Business Solution Area III.

The first section deals with viewing a job's material requirements. This allows you to monitor the status of the material needed to work an approved job. You can view each requirement within the job, showing how much material is required, how much has been procured, how much has been assigned, how much still needs to be procured, and how much has been issued. You can also view any orders, shipments, transfer requests, or transfers made to satisfy the requirements that have not yet been delivered.

The second section deals with issuing the material needed on a job. Issuing material allows you to keep track of inventory that has been taken off the inventory yard to be used on a job. The issued inventory item is now considered "at site". The issue indicates to whom the material was issued, when the material was issued, and for which job the material was issued. Issues may be closed when the material is brought back to the inventory yard or when the substep is completed and its material disbursed.

The third section deals with viewing inventory items for which you have responsibility. These inventory items may be located at your inventory site, at an alternate storage location, or at a job site. You can view information about a specific inventory item including its inventory status and associated balances. You can also use several functions to manage your inventory such as

junking and adjusting an inventory balance. Each function is described in a different section of the document.

The fourth section describes the function of viewing assignments. You can view the requirements to which an inventory item is assigned and unassign the inventory item from selected requirements. Unassigning an inventory item indicates that the inventory item is no longer reserved for use on a specific job. This makes it available to be assigned to any other job within the Construction Management Center (CMC) that needs this type of material. If a job is cancelled or a requirement is deleted, the system automatically unassigns the associated inventory item. You might want to unassign an inventory item yourself because the material is damaged and cannot be used.

The fifth section describes the function of junking an inventory item. Junking an inventory item deletes the inventory item from the system and is usually done to clear a reel of cable. When cable is reported used (disbursed), the system automatically junks the remaining cable on the reel if the CMC responsible for the inventory item is using the auto-junk feature and the remaining quantity is unassigned and less than or equal to the auto-junk quantity set by the CMC. You might want to junk an inventory item yourself because you are working in a CMC that is not using the auto-junk feature or you are junking a non-cable inventory item.

The sixth section describes the function of splitting a reel of cable. Splitting a reel of cable creates a new inventory item. It involves moving some or all of the cable from a reel to a new reel or to a hand-coil. You might want to split a reel of cable because you physically need to have the cable in two different places at the same time.

The seventh section describes the function of adjusting an inventory item's balance. You can increase or decrease both the unassigned and surplus inventory balances following a physical inventory.

The eighth section describes the function of changing the status of an inventory item. You can move some or all of an inventory balance among the unassigned, surplus, and awaiting return statuses. You might want to move a spare unassigned balance to surplus to make it available to anyone in the BellSouth region or instead of returning undamaged material you might want to move it to the unassigned status so that it may be used to satisfy a requirement on a rush job.

The ninth section describes the function of exempting an inventory item. You can reclassify a surplus or unassigned inventory item as exempt material so that it no longer remains a part of your

inventory records. This is usually done to make material available for use on maintenance type work.

The tenth section describes the function of returning an inventory item. You can return damaged or unwanted material to either a BellSouth Telecommunications (BST) warehouse or to an outside vendor, like Lucent.

The eleventh section describes the function of transferring an inventory item. You can transfer an inventory item from your inventory site to another inventory site when you do not have a formal transfer request to approve. The use of this function should be limited to times of natural disaster when you may need to move a lot of inventory to handle emergency jobs.

The twelfth section describes the function of relocating an inventory item. You can change the bin location of an inventory item in your inventory yard or, since you can only transfer inventory items between inventory sites, move an inventory item located at an alternate address back to your inventory site or vice versa.

The thirteenth section deals with adding an inventory item. You can add an inventory item by recovering the material from junk, by reclassifying the material from exempt, by identifying the material as being needed on a Turn-Key job, by identifying the material as inventory converted from the Major Apparatus and Cable System (MACS), or by specifying the source of the material as "other". "Other" is used when you find material on your yard during a physical inventory and do not know where it came from. This function is also used by the BST emergency warehouses to replenish their emergency and consignment stock.

The fourteenth section deals with viewing issues. You can view open issues and return issued material. If all the material issued to you was not used, you may return the unused portion to the inventory site.

The fifthteenth section describes the function of viewing inventory transactions. You can specify the transactions you want to view in several ways. One way is to specify the transaction number. Another way is to specify an inventory item (e.g., serial number 456789). A third way is to specify the type of transactions (e.g., junk transactions). Depending on the method chosen, you may be shown either a transaction scan results window or a transaction details dialog. The transaction scan results window displays a list of transactions starting with the most recent transaction. From here you may choose a transaction to view in greater detail. The transaction detail dialog displays additional information about the transaction such as who created the transaction and

what job was affected by the transaction. This dialog allows you to "walk" the transaction chain backwards to the point the inventory item first became your responsibility (e.g., an order receipt) or forwards to the point the inventory item was no longer your responsibility (e.g., a disbursement).

The sixteenth section deals with scanning inventory. You can specify several options for creating an inventory scan report. The report is designed to aid in a physical inventory and may be viewed on your screen or may be printed.

The seventeenth section deals with processing material usage. Once material is placed in service, it is reported "used" by either a Telephone Company (TELCO) employee or by a contractor hired to do the work. Sometimes material is taken out of service and is put back into inventory. In both cases, if the material reported is tracked in inventory, the system must respond by either decreasing or increasing the appropriate inventory balance. This section describes how MATERIALS MANAGEMENT reacts when material usage is reported. Since this is an automatic process initiated by the system whenever material usage is reported, there is no user interface.

The eighteenth section deals with reporting material inventory transactions to the Asset Management system. Certain types of inventory transactions, those that affect the dollars in the non-exempt holding account (12201100), must be reported to accounting. This section describes MATERIALS MANAGEMENT'S daily interface to report such inventory transactions to Asset Management which maintains the 12201100 account. Since this is an automatic process initiated by the system on a daily basis, there is no user interface.

The nineteenth section deals with reporting current inventory units to Asset Management in the form of a reconciliation file so that any discrepancies in the accounting records may be corrected. Asset Management can make a request for the file at any time by providing the information necessary to create the report. Since this is an automatic process initiated by the system upon receival of the necessary information from Asset Management, there is no user interface.

REPORT TRANSACTIONS TO ASSET MANAGEMENT

This section defines the material inventory transaction interface between OSPCM and Asset Management, the accounting system that tracks inventory dollars in the 12201100 account. This account is maintained in Asset Management by geographic location code (GLC) and material item code (MIC). Material inventory transactions created in OSPCM that involve inventory movement to and from this account must be reported to Asset Management. Since OSPCM inventories both

non-exempt material ordered to the 12201100 account (e.g., cable) and non-exempt material ordered directly to the in-service account (e.g., central office equipment, conduit, manholes), those transactions affecting inventory items ordered directly to the in-service account must be excluded from the interface. There a few exceptions to this rule which can found at the end of this document.

The chosen interface is a daily file transmission using BUFIT and is automatically initiated daily by the system 7 days a week. The interface will run after midnight and will contain transactions that have not been posted to Asset Management and have a transaction date less than 1 month of the current date. Under normal circumstances, this file would contain transaction data for the previous day (e.g., a file created on Saturday morning contains transaction data from Friday's business). There may be special circumstances in which transactions were missed and the file could contain transactions for multiple days. One file is transmitted from OSPCM containing the transaction data from all of the OSPCM servers (currently 4). The Asset Management system resides on a UNIX box in the Jackson, MS data center.

The following material inventory transactions are sent to Asset Management as addition (ADD) transactions.

Order Receipt - These transactions are created when material ordered from a BST warehouse or an outside vendor is receipted into inventory and the material was not ordered direct to code (neither to a maintenance account nor to an in-service account).

Transfer Receipt (warehouse to Inventory site) - These transactions are created when material transferred from a warehouse site to an inventory site or from an RCOE site to an inventory site is receipted into inventory. Transfers between a warehouse site and an inventory site occur when requesting a transfer for emergency material from one of 13 warehouse sites or an RCOE site.

Disbursement Reversal - These transactions are created when a Disbursement transaction is reversed.

The following material inventory transactions are sent to Asset Management as remove (REM) transactions.

Order Receipt Reversal - These transactions are created when an Order Receipt transaction is reversed and the material was not ordered direct to code (neither to a maintenance account nor to an in-service account).

Transfer Receipt Reversal (inventory site to warehouse) - These transactions are created when a Transfer Receipt transaction is reversed and the inventory item is being sent from an inventory site back to a warehouse site or back to an RCOE site.

Disbursement - These transactions are created when an inventory item is reported used.

Junk - These transactions are created when an inventory item is manually junked as opposed to auto-junked . Auto-Junk transactions are transactions created by the system to clear a reel of remaining cable following a disbursement. The major differences between an auto-junk and a manual-junk are that an auto-junk transaction records "AUTOJNK" as the common userid (CUED) and junks the material to the field reporting code (FRC) of the last assignment on the reel; whereas a manual-junk records either the CUID of the person performing the junk or "SYSTEM" as the CUID, if a recover from junk reversal occurs, and junks the material to expense.

Return - These transactions are created when an inventory item is returned to either a BST warehouse or to an outside vendor.

Inventory Deletion - These transactions are created when an inventory balance is decreased in an inventory site. Inventory Deletions made from a warehouse site or from an RCOE site are not sent to Asset Management.

Remove to Good Reversal - These transactions are create when a Remove to Good transaction is reversed.

The following material inventory transaction is sent to Asset Management as a placement (PLC) transaction.

Junk - These transactions are created when an inventory item is auto-junked as opposed to manually junked.

Unassignment (Reclassify from Maintenance) - These transactions are created when an inventory item is unassigned from the job for which it was ordered (e.g., job is cancelled) and the inventory item was ordered to a maintenance account.

Order Receipt (Reclassify from Maintenance) - These transactions are created when material ordered from a BST warehouse or an outside vendor is receipted into inventory but not assigned to the maintenance account for which it was ordered. Ordered material will not be assigned as direct to code inventory if the job or substep for which the material was ordered was cancelled, if the substep's direct to code indicator was changed to "N" after the material was already ordered, or if the material was received as "damaged or unwanted". Since accounting has

this inventory booked to the maintenance account, a salvage transaction is created to move the inventory back to the 12201100 account.

Order Receipt Reversal (Reverse Reclassify From Maintenance) - These transactions are created when an Order Receipt transaction is reversed and the inventory item was not assigned to the maintenance account to which it was ordered.

The following material inventory transactions are sent to Asset Management as transfer (TRF) transactions.

Transfer Receipt (inventory site to inventory site) - These transactions are created when material transferred from one inventory site to another inventory site is receipted into inventory.

Transfer Receipt Reversal (inventory site to inventory site) - These transactions are created when a Transfer Receipt transaction is reversed and the inventory item is being sent from an inventory site back to another inventory site.

The following material inventory transactions are sent to Asset Management as adjustment (ADJ) transactions.

Recover from Junk - These transactions are created when material is recovered from junk and put back into inventory.

Inventory Addition - The transactions are created when an inventory balance is increased in an inventory site. Inventory Additions made to a warehouse site or to a RCOE site are not sent to Asset Management.

Remove to Good - These transactions are created when inventory items previously placed in service are taken out of service and put back into inventory .

Reclassify to Exempt - These transactions are created when a non-exempt inventory item is reclassified as exempt material.

Reclassify from Exempt - These transactions are created when exempt material is reclassified as a non-exempt inventory item.

The following material inventory transactions are sent to Asset Management as salvage (SAL) transactions.

Unassignment (Reclaim) -These transactions are created when an inventory item is unassigned from the job for which it was ordered (e.g., job is cancelled) and the inventory item was ordered to an in-service account and the job to which it was assigned is an estimate. Since

accounting has this inventory booked to the in-service account, a salvage transaction is created to move the inventory back to the 12201100 account.

Order Receipt (Reclaim) - These transactions are created when material ordered from a BST warehouse or an outside vendor is receipted into inventory but not assigned to the in-service account for which it was ordered and the job for which it was ordered is an estimate. Since accounting has this inventory booked to the in-service account, a salvage transaction is created to move the inventory back to the 12201100 account.

Order Receipt Reversal (Reverse Reclaim) - These transactions are created when an Order Receipt transaction is reversed and the inventory item was not assigned to the in-service account to which it was ordered and the job for which it was ordered is an estimate.

The following material inventory transactions are sent to Asset Management as remove (REM) and salvage (SAL) transactions.

Unassignment (Reclassify from In Service) - These transactions are created when an inventory item is unassigned from the job for which it was ordered (e.g.,. job is cancelled) and the inventory item was ordered to an in-service account and the job to which it was assigned is a routine job. Since material has already started depreciating, it cannot be transferred directly from the in-service account back to the 12201100 account with just a salvage transaction. Material purchased to a routine job directly to the in-service account, is considered in-service as soon as the bill is paid and starts depreciating at that time.

Order Receipt (Reclassify from In Service) - These transactions are created when material ordered from a BST warehouse or an outside vendor is receipted into inventory but not assigned to the in-service account for which it was ordered and the job for which it was ordered is a routine job. Since accounting has this inventory booked to the in-service account and the material has already started depreciating, a remove and a salvage transaction is created to move the inventory back to the 12201100 account.

The following material inventory transactions are sent to Asset Management as recover (REC) and salvage (SAL) transactions.

Order Receipt Reversal (Reverse Reclassify from In Service) - These transactions are created when an Order Receipt transaction is reversed and the inventory item was not assigned to the in-service account to which it was ordered and the job to which it was ordered is a routine job.

A header record containing the following information is written as the first record in the file. All fields are left-justified unless otherwise noted.

Record Type - Indicates whether the current record is a "header", "data", or "trailer", record. For a header record this field is set equal to '0'. (Length: 1).

Source System Code - Identifies the source system. This field is set equal to "OSPCM". (Length: 10).

Company Code - Identifies the source company. This field is set equal to "BST". (Length: 3).

Interface Location Code - Uniquely differentiates between files created with the same file name but different location. This field is set equal to the host name of the server where the file is created. Currently, this interface is scheduled to run on the Alabama server (Length; 15).

File Name - Uniquely identifies the file name in the event that a source system is sending more than one file. This field is set equal to "AMFII950". (Length: 8)

Sequence Number - A sequential number to uniquely identify the transaction file. This number is increased each time a file is sent to Asset Management. (Length: 9; Justification: right; Example: 000000001 represents the 1st file sent to Asset Management).

Creation Date Time - The date and time that the transaction file is created. Defaults to the current date and time. (Length: 14; Format: yyyymmddhhmmss).

Accounting Period - The month and year that the file was run for. For example, a file is created on 8/1/1996, but contains transaction data for July. The Creation Date Time would be 19960801, but the Accounting Period would be 199607. (Length: 8; Format yyyymmbb; where bb equals spaces).

Final Flag Indicator - A yes/no indicator to identify whether or not the file is the last file of the month. The flag is set to "Y", if it is the last file of the month; otherwise it is set to "N". Since the file contains transaction data from the previous day's business, the file created on the first day of the month contains a "Y" in this field. (Length: 1).

Filler - Reserved for future use. This field contains spaces. (Length: 381).

The following information is written to the file for each transaction. All fields are left-justified unless otherwise noted.

Record Type - Indicates whether the current record is a "header", "data", or "trailer", record. For a data record this field is set equal to '5'. (Length: 1).

Trans Type - Each OSPCM material inventory transaction reported is translated into Asset Management's transaction type as described above. (Length: 3).

Business Unit - The default for this field is "BST". (Length: 5).

Asset Id - This field defaults to spaces. (Length: 8).

FRC - This field defaults to "12201100", except in the following cases (Length: 10):

Unassignment (Reclassify from In Service - REM transaction) - The field reporting code (c-code) from which the inventory item was unassigned.

Order Receipt (Reclassify from In Service - REM transaction) - The field reporting code (c-code) to which the inventory item was ordered.

Order Receipt Reversal (Reverse Reclassify from In Service - REC transaction) - The field reporting code (c-code) to which the inventory item was ordered.

GLC - This field defaults to the geographic location code of the inventory site responsible for the inventory item, except in the following cases (Length: 6):

Transfer Receipt (inventory site to inventory site) - The glc of the inventory site from which the inventory item was transferred.

Transfer Receipt Reversal (inventory site to inventory site) - The glc of the inventory site from which the inventory item was transferred.

Unassignment (Reclassify from In Service - REM transaction) - The glc of the wire center area of the substep to which the inventory item was assigned.

Order Receipt (Reclassify from In Service - REM transaction) - The glc of the wire center area of the substep for which the inventory item was ordered.

Order Receipt Reversal (Reverse Reclassify from In Service - REC transaction) - The glc of the wire center area of the substep for which the inventory item was ordered.

State - This field defaults to the state of the inventory site responsible for the inventory item, except in the following cases (Length: 2):

Transfer Receipt (inventory site to inventory site) - The state of the inventory site from which the inventory item was transferred.

Transfer Receipt Reversal (inventory site to inventory site) - The state of the inventory site from which the inventory item was transferred back.

Unassignment (Reclassify from In Service - REM transaction) - The state of the wire center area of the substep to which the inventory item was assigned.

Order Receipt (Reclassify from In Service - REM transaction) - The state of the wire center area of the substep for which the inventory item was ordered.

Order Receipt Reversal (Reverse Reclassify from In Service – REC transaction) - The state of the wire center area of the substep for which the inventory item was ordered.

Account Type - This field defaults to spaces, except in the following cases (Length:1):

Unassignment (Reclassify from In Service - REM transaction) - Defaults to "6".

Order Receipt (Reclassify from In Service - REM transaction) - Defaults to "1".

Order Receipt Reversal (Reverse Reclassify from In Service - REM transaction) - Defaults to "1".

Unassignment (Reclaim) - Defaults to "6".

Order Receipt Reversal (Reverse Reclaim) - Defaults to "6".

BST ID - The MIC of the material description of the inventory item. (Length: 12).

BST Sub ID - This field defaults to spaces. (Length: 2).

Trans Code - This field defaults to spaces, except in the following cases (Length: 5):

Order Receipt Reversal - Defaults to "R" (remove).

Transfer Receipt Reversal (inventory site to warehouse) - Defaults to "R".

Disbursement - Defaults to "R".

Reclassify to Exempt - Defaults to "F".

Reclassify from Exempt -Defaults to "F".

Junk (manual) - Defaults to "R".

Return - Defaults to "R".

Unassignment (Reclassify from In Service - REM transaction) - Defaults to "R".

Order Receipt (Reclassify from In Service - REM transaction) - Defaults to "R.

Order Receipt Reversal (Reclassify from In Service - REC transaction) - Defaults to "R".

Recover from Junk - Defaults to "O" (write-on).

Inventory Addition - Defaults to "O".

Remove to Good - Defaults to "O",

Inventory Deletion - Defaults to "W" (write-off).

Remove to Good Reversal - Defaults to "W".

Trans Amount - This field defaults to zeros. (Length: 16; Format: S9(13)V99; Example: +000000000000000).

Salvage Amount - This field defaults to zeros. (Length: 16; Format: S9(13)V99; Example: +000000000000000).

Cost Of Removal Amount - This field defaults to zeros. (Length: 16; Format: S9(13)V99; Example: +000000000000000).

Depreciation Amount - This field defaults to zeros. (Length: 16; Format: S9(13)V99; Example: +000000000000000).

Effective Date - The date the material inventory transaction occurred. (Length: 8; Format: yyyymmdd).

Accounting Date - The date the material inventory transaction is reported to Asset Management. (Length: 8; Format: yyyymmdd).

Quantity - The quantity of the inventory item affected. All quantities are positive values except for the following which should be sent as a negative quantity (Length: 11; Justification: right; Format: S9(8)V99; Example: +0000030000 represents a quantity of 300):

Reclassify To Exempt.

Order Receipt Reversal (Reverse Reclassify from Maintenance).

Order Receipt Reversal (Reverse Reclassify from In Service - SAL transaction).

Order Receipt Reversal (Reverse Reclaim).

Description - The material description of the inventory item, (Length: 60).

Vintage - This field defaults to zeros. (Length: 4).

RC - The responsibility code of the inventory site responsible for the inventory item, except in the following cases (Length: 8):

Transfer Receipt (inventory site to inventory site) - The responsibility code of the inventory site from which the inventory item was transferred.

Transfer Receipt Reversal (inventory site to inventory site) - The responsibility code of the inventory site from which the inventory item was transferred.

Authorization - This field defaults to spaces, except in the following cases (Length: 10):

Junk (auto) - The job authority of the last assignment on reel before the inventory item was junked.

Unassignment (Reclaim) - The job authority from which the inventory item was unassigned.

Order Receipt (Reclaim) - The job authority for which the inventory item was ordered.

Order Receipt Reversal (Reverse Reclaim) - The job authority for which the inventory item was ordered.

Lease Term - This field defaults to spaces, (Length: 3).

To Business Unit - This field defaults to spaces, except in the following cases (Length: 5):

Transfer Receipt (inventory site to inventory site) - Defaults to "BST",

Transfer Receipt Reversal (inventory site to inventory site) - Defaults to "BST".

Reclassify to Exempt - Defaults to "BST".

Reclassify from Exempt - Defaults to "BST".

Unassignment (Reclassify from Maintenance) - Defaults to "BST".

Order Receipt (Reclassify from Maintenance) - Defaults to "BST".

Order Receipt Reversal (Reverse Reclassify from Maintenance) - Defaults to "BST".

Junk (auto) - Defaults to "BST".

Unassignment (Reclassify from In Service - SAL transaction) - Defaults to "BST".

Order Receipt (Reclassify from In Service - SAL transaction) - Defaults to "BST".

Order Receipt Reversal (Reverse Reclassify from In Service - SAL transaction) - Defaults to "BST".

Unassignment (Reclaim)- Defaults to "BST".

Order Receipt (Reclaim) - Defaults to "BST".

Order Receipt Reversal (Reverse Reclaim) - Defaults to "BST".

To Asset ID - This field defaults to spaces (Length: 8):

To GLC - This field defaults to spaces, except in the following cases (Length: 6):

Transfer Receipt (inventory site to inventory site) - The glc of the inventory site to which the inventory item was transferred.

Transfer Receipt Reversal (inventory site to inventory site) - The glc of the inventory site to which the inventory item was transferred.

Unassignment (Reclassify from Maintenance) - The glc of the wire center area of the substep to which the inventory item was assigned.

Order Receipt (Reclassify from Maintenance) - The glc of the wire center area of the substep for which the inventory item was ordered.

Order Receipt Reversal (Reverse Reclassify from Maintenance) - The glc of the wire center area of the substep for which the inventory item was ordered.

Junk (auto) - The glc of the wire center area of last assignment on the reel before the inventory item was junked.

Unassignment (Reclassify from In Service - SAL transaction) - The glc of the wire center area of the substep to which the inventory item was assigned.

Order Receipt (Reclassify from In Service - SAL transaction) - The glc of the wire center area of the substep for which the inventory item was ordered.

Order Receipt Reversal (Reverse Reclassify from In Service - SAL transaction) - The glc of the wire center area of the substep for which the inventory item was ordered.

Unassignment (Reclaim) - The glc code of the wire center area of the substep to which the inventory item was assigned.

Order Receipt (Reclaim) - The glc of the wire center area of the substep for which the inventory item was ordered.

Order Receipt Reversal (Reverse Reclaim) - The glc of the wire center area of the substep for which the inventory item was ordered.

To RC - This field defaults to spaces, except in the following cases (Length: 8):

Transfer Receipt (inventory site to inventory site) - The responsibility code of the inventory site to which the inventory item was transferred.

Transfer Receipt Reversal (inventory site to inventory site) - The responsibility code of the inventory site to which the inventory item was transferred.

Unassignment (Reclassify from Maintenance) - The responsibility code of the inventory site responsible for the inventory item.

Order Receipt (Reclassify from Maintenance) - The responsibility code of the inventory site responsible for the inventory item.

Order Receipt Reversal (Reverse Reclassify from Maintenance) - The responsibility code of the inventory site responsible for the inventory item.

Junk (auto) - The responsibility code of the inventory site responsible for the inventory item.

Unassignment (Reclassify from In Service - SAL transaction) - The responsibility code of the inventory site responsible for the inventory item.

Order Receipt (Reclassify from In Service - SAL transaction) - The responsibility code of the inventory site responsible for the inventory item.

Order Receipt Reversal (Reverse Reclassify from In Service - SAL transaction) - The responsibility code of the inventory site responsible for the inventory item.

Unassignment (Reclaim) - The responsibility code of the inventory site responsible for the inventory item.

Order Receipt (Reclaim) - The responsibility code of the inventory site responsible for the inventory item.

Order Receipt Reversal (Reverse Reclaim) - The responsibility code of the inventory site responsible for the inventory item.

To FRC - This field defaults to spaces, except in the following cases (Length: 10):

Transfer Receipt (inventory site to inventory site) - Defaults to "12201100".

Transfer Receipt Reversal (inventory site to inventory site) - Defaults to "12201100".

Unassignment (Reclassify from Maintenance) - Defaults to the m-code from which the inventory item was unassigned.

Order Receipt (Reclassify from Maintenance) - Defaults to the m-code to which the inventory item was ordered.

Order Receipt Reversal (Reverse Reclassify from Maintenance) - Defaults to the m-code to which the inventory item was ordered.

Junk (auto) - The field reporting code of the last assignment on the reel before the inventory item was junked.

Unassignment (Reclassify from In Service - SAL transaction) - Defaults to the corresponding x-code of the c-code from which the inventory item was unassigned. For example, if the c-code is 45C, send 45X as the To FRC.

Order Receipt (Reclassify from In Service - SAL transaction) - Defaults to the corresponding x-code of the c-code to which the inventory item was ordered. For example, if the c-code is 45C, send 45X as the To FRC.

Order Receipt Reversal (Reverse Reclassify from In Service - SAL transaction) - Defaults to the corresponding x-code of the c-code to which the inventory item was ordered. For example, if the c-code is 45C, send 45X as the To FRC.

Unassignment (Reclaim) - The field reporting code (c-code) from which the inventory item was unassigned.

Order Receipt (Reclaim) - The field reporting code (c-code) to which the inventory item was ordered.

Order Receipt Reversal (Reverse Reclaim) - The field reporting code (c~ code) to which the inventory item was ordered.

To State - This field defaults to spaces, except in the following cases (Length: 2):

Transfer Receipt (inventory site to inventory site) - The state of the inventory site to which the inventory item was transferred.

Transfer Receipt Reversal (inventory site to inventory site) - The state of the inventory site to which the inventory item was transferred.

Unassignment (Reclassify from Maintenance) - The state of the wire center area of the substep to which the inventory item was assigned.

Order Receipt (Reclassify from Maintenance) - The state of the wire center area of the substep for which the inventory item was ordered.

Order Receipt Reversal (Reverse Reclassify from Maintenance) - The state of the wire center area of the substep for which the inventory item was ordered.

Junk (auto) - The state of the wire center area of the last assignment on the reel before the inventory item was junked.

Unassignment (Reclassify from In Service - SAL transaction) - The state of the wire center area of the substep to which the inventory item was assigned.

Order Receipt (Reclassify from In Service - SAL transaction) - The state of wire center area of the substep for which the inventory item was ordered.

Order Receipt Reversal (Reverse Reclassify from In Service - SAL transaction) - The state of the wire center area of the substep for which the inventory item was ordered.

Unassignment (Reclaim) - The state of the wire center area of the substep to which the inventory item was assigned.

Order Receipt (Reclaim) - The state of the wire center area of the substep for which the inventory item was ordered.

Order Receipt Reversal (Reverse Reclaim) - The state of the wire center area of the substep for which the inventory item was ordered.

To Account Type - This field defaults to spaces, except in the following case (Length: 1):

Junk (auto) - If the job authority from which the inventory item was junked is an estimate, this field defaults to "2". If the job authority from which the inventory item was junked is a routine job, plant work order, or a project, this field defaults to "1". If the job authority from which the inventory item was junked is a maintenance job (FRC ends in an "M"), this field defaults to spaces.

To BST ID - This field defaults to spaces, except in the following cases (Length: 12):

Transfer Receipt (inventory site to inventory site) - The MIC of the material description of the inventory item.

Transfer Receipt Reversal (inventory site to inventory site) - The MIC of the material description of the inventory item.

Reclassify to Exempt - The MIC of the material description of the inventory item.

Reclassify from Exempt - The MIC of the material description of the inventory item.

Junk (auto) - The field reporting code (c-code) of the last assignment on the reel before the inventory item was junked.

To BST SUB ID - This field defaults to spaces (Length: 2).

To Vintage - This field defaults to zeroes, (Length: 4).

Entry Origin - The field defaults to "OSPCM" (Length: 10).

Voucher Number - This field defaults to spaces. (Length: 7).

Source Code - This field defaults to spaces. (Length: 5).

Transaction ID - This field defaults to spaces, (Length: 3).

Asset Group - This field defaults to spaces. (Length: 5).

Use Tax - This field defaults to CCN", except for the following cases (Length: 1):

Transfer Receipt (inventory site to inventory site) - Defaults to "Y".

Transfer Receipt Reversal (inventory site to inventory site) - Defaults to "Y".

Post Account - A "1" here indicates that the transaction should not be posted to PP. This field defaults to "0", except for the following cases (Length: 1):

Order Receipt - Defaults to "1".

Transfer Receipt (warehouse to inventory site) - Defaults to "1".

Transfer Receipt Reversal (inventory site to warehouse) - Defaults to "1".

Order Receipt Reversal - Defaults to "1".

Disbursement - Defaults to "1".

Disbursement Reversal - Defaults to "1".

Return-Defaults to "1".

Unassignment (Reclaim) - Defaults to "1".

Order Receipt (Reclaim) - Defaults to "1".

Order Receipt Reversal (Reverse Reclaim) - Defaults to "1".

Ad Valorem Tax Switch - This field defaults to "N". (Length: 1).

Serial Number - The serial number of the inventory item (if serialized). (Length: 15).

Previously Used - This field defaults to "N". (Length: 1).

Record ID - This field defaults to spaces. (Length: 8).

EXTC - Expenditure type code. This field defaults to spaces. (Length: 4).

PO Number - This field defaults to spaces, except in the following cases (Length: 10):

Order Receipt - The purchase order number or select ticket number on which the inventory item was ordered.

Order Receipt Reversal - The purchase order number or select ticket number on which the inventory item was ordered.

Serial Code - The transaction number of the material inventory transaction reported. (Length: 11).

Source Transaction Key - This field defaults to spaces. (Length: 30).

Filler - Reserved for future use. This field contains spaces. (Length: 49).

A trailer record containing the following information is written as the last record in the file. All fields are left-justified unless otherwise noted.

Record Type - Indicates whether the current record is a "header", "data", or "trailer", record. For a trailer record this field is set equal to '9'. (Length: 1).

Record Count - The total number of records written to the file, including the header and trailer records. (Length: 6; Justification: right; Example: 000001000 represents a total of 1000 records were written to the file).

Total Amount - The sum of the transaction records' transaction amount, salvage amount, cost of removal amount, and depreciation amount. Since OSPCM does not sent dollars to Asset Management, this field is always zero. (Length: 16; Format: S9(13)V99; Example: +000000000000000).

Total Quantity - The sum of the transaction records' transaction quantity. Note: A negative quantity should be added as negative value in this sum. (Length: 11; Justification: right; Format: S9(8)V99; Example: +0000300000 represents a total transaction quantity of 3000).

Filler - Reserved for future use. This field contains spaces. (Length: 416).

The following business rules are applied when material inventory transactions are reported to Asset Management.

Material inventory transactions that involve inventory items ordered direct to code are not reported to Asset Management (this includes Central Office equipment and other types of material explicitly ordered direct to code either to a c-code or to an m-code).

The exceptions to this rule are as follows:

Reclassify from in Service (i.e., when direct to code inventory is unassigned from a routine job or when material is ordered direct to a c-code but not assigned as direct to code inventory),

Reclaim (i.e., when direct to code inventory is unassigned from an estimate or when material ordered direct to a c-code but not assigned as direct to code inventory), and

Reclassify from Maintenance (i.e., when material ordered to a maintenance account is unassigned or when material is ordered direct to a m-code but not assigned as direct to code inventory).

These exceptions must be reported to Asset Management so that the inventory item gets moved from the c-code or m-code back to the 12201100 account.

Only transactions that have been marked as needing to be sent to Asset Management should be added to the file.

After a transaction has been added to the file, the material inventory transaction record should be updated to reflect that the transaction has been posted to Asset Management.

If a transaction cannot be added to the file for some reason (e.g., an error occurred while obtaining the data), the error should be written to a log file and the process should continue as normal.

ISSUE MATERIAL NEEDED ON A JOB

Issuing material allows you to keep track of inventory that has been taken from an inventory site to be used on a job. Once issued, the inventory item is considered "at site" until that issue is closed.

First, display the REQUIREMENTS FOR JOB xxxx window, where xxxx is the selected job number as previously discussed in the first section of this document. (See Fig. 36).

To issue the material assigned to a requirement, select a requirement in the grid and press the Issue Material toolbar button located on the REQUIREMENTS window or select "Issue..." from the Actions menu. The system displays an error message if the serial number assigned to the selected requirement has already been issue. This can occur if a reel of cable has been assigned to multiple substeps. Respond to the message by pressing OK. If no errors are found, the ISSUE MATERIAL dialog shown on the following page is displayed. This function is available if the following conditions are met:

You have security access to update inventory in the inventory site responsible for the inventory item(s) assigned to the selected requirement.

You are a Materials Management Manager or a Materials Management Clerical user.

Material has been assigned to the selected requirement.

All of the material has not yet been issued.

This dialog allows you to issue the material assigned to the selected requirement to the person who will be responsible for the material until it is returned to the inventory site or is reported used. The grid contains a list of all inventory items assigned to the requirement that have not yet been issued and the first inventory item is pre-selected.

The following information is displayed about each assigned inventory item:

Material Description - The material description of the inventory item.

Serial Number - The serial number of the inventory item (if serialized). If the requirement is for non-serialized material, the serial column is not displayed in the grid.

Quantity - The portion of the inventory balance that is assigned to this requirement.

Physical Location - A glyph here indicates that the inventory item assigned to the substep is physically located at a site (alternate address or inventory site) different from the inventory site

responsible for procuring the material. No glyph here indicates that the inventory item is located at the inventory site responsible for procuring the material.

Multiple inventory items may be displayed if the requirement is for a quantity greater than one and one or more of the following apply:

If the inventory items assigned to the requirement have different material descriptions.

If the inventory items assigned to the requirement are physically located in different places (e.g., some at the responsible inventory site and some at alternate storage location).

More than one reel is assigned to the requirement (if the requirement is for cable).

To issue the material, select the inventory items that you want to issue and provide the following information:

Name - The name of the person to whom you are issuing the material. Type a name (or initials) in the Name text box.

Issue Date - The date for which you are issuing the material It defaults to the current date. Type a valid date in the Issue Date text box or accept the default. The date entered cannot be greater than the current date.

Remarks - Type any remarks that you wish to have recorded with the issue.

To get additional help while on this dialog, press the HELP button. To close this dialog without issuing material, press the CANCEL button. To close this dialog and issue the selected inventory items, press the OK button. If the Name text box is not populated, the system displays an appropriate error message. Respond to the message by pressing OK.

If no errors are found, the system creates a separate issue for each inventory item selected, increases the inventory item's at site balance, and marks the inventory item as issued. However, the name of the person to whom you are issuing the material, the issue date, and any remarks provided are the same on each issue created. If you want to issue the material to different people, issue the material on different dates, or provide different remarks, you must issue each inventory item separately. For non-serialized inventory items and serialized non-cable items, the total quantity issued is equal to the quantity assigned to the substep. For cable items, the quantity issued is equal to the entire balance on the reel.

If issuing a reel of cable that is assigned to multiple substeps, the system issues the inventory item for each substep within the current job. This is done to prevent you from having to issue the

inventory item more than once for a job. Therefore, an inventory item can be issued for multiple substeps, but not for multiple jobs.

After issuing the material, the Current Row's Issue Status frame located on the REQUIREMENTS window is updated to indicate whether some or all of the material assigned to the requirement has been issued.

To close the REQUIREMENTS window, double-click the control box located in the upper left corner of the window.

JUNK AN INVENTORY ITEM

Junking cable material allows you to clear a reel of a small amount of material making the reel available for reuse. Non-cable material is sometimes junked because it has been at the inventory site for a while and is no longer needed.

If the Construction Management Center (CMC) is using the auto-junk feature, remaining cable on a reel will be junked by the system when the material is reported used if the remaining quantity is less than the auto-junk limit and is not assigned. You may need to manually junk an inventory item if you are not using the auto-junk feature or you need to junk non-cable material.

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window as shown in Fig. 37 is displayed.

To junk an inventory item, select an inventory item from the grid and press the Junk toolbar button located on the INVENTORY ITEMS window or select "Junk..." from the Actions menu. The JUNK INVENTORY ITEM dialog shown below is displayed. This function is available if the following conditions are met:

You have security access to update inventory in this inventory site.

You are a Materials Management Manager or Materials Management Clerical user.

The selected inventory item has an unassigned, surplus, or awaiting return inventory balance.

If the selected inventory item is serialized material and has not been issued (at site balance = 0). (See Fig. 38).

This dialog allows you to junk an inventory item. The following information is displayed about the selected inventory item:

Inventory Site - The name of the inventory site responsible for the inventory item.

Material Description - The material description of the inventory item.

Serial Number - The serial number of the inventory item (if serialized).

The Unassigned frame displays the inventory item's current unassigned balance. The Surplus frame displays the inventory item's current surplus balance. The Awaiting Return frame displays the inventory item's current awaiting return balance. The corresponding frame is not displayed if the inventory item does not have a balance in that status.

To junk the selected inventory item, provide the following information:

Junk Quantity - The quantity to be junked. If the selected inventory item is serialized material, the Junk Quantity is set equal to the on hand balance of the inventory item minus any assigned balance it may have, but may be changed. Cable items may have both an assigned and unassigned balance. The assigned balance is subtracted out because assigned material may not be junked. If the selected inventory item is non-serialized material, type the quantity to junk in the Junk Quantity text box. The Junk Quantity cannot be greater than the current balance, but must be greater than zero.

Remarks - Type any remarks in the Remarks text box that you wish to have recorded with the Junk transaction.

To get additional help while on this dialog, press the HELP button To close this dialog and not junk the inventory item, press the CANCEL button. To close this dialog and junk the inventory item, press the OK button. The system displays an appropriate message under the following conditions:

If the quantity to be junked is greater than 299 feet (if cable) or greater than $500.00 (junk quantity times the average price of the material), the system displays an appropriate warning message. Respond to the message by pressing YES if you still wish to junk the material or NO if you don't want to junk the material. The system allows you to junk more than 299 feet or greater than $500.00, but the message is issued to warn you that you are junking more than the BellSouth Executive Instructions (E.I.s) have allowed.

If you are junking cable and the quantity to be junked is less than the total balance of the reel, the system displays an appropriate warning message. Respond to the message by pressing YES if you still wish to junk the material or NO if you don't want to junk the material. The system

allows you to junk a partial reel, but the message is issued to warn you that you are not junking the entire reel.

If the Junk Quantity is greater than the current unassigned, surplus, or awaiting return balance, the system displays an appropriate error message. Respond to the message by pressing OK.

If the Junk Quantity is equal to zero, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system junks the selected inventory item and records a Junk material inventory transaction as follows. Multiple transactions are created if you junk from more than one status. This could only happen if the selected inventory item was non-serialized material.

If junking awaiting return inventory, the system decreases both the inventory item's awaiting return balance and on hand balance and records a Junk material inventory transaction from the awaiting return status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.

If junking unassigned inventory, the system decreases both the inventory item's unassigned balance and on hand balance and records a Junk material inventory transaction from the unassigned status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.

If junking surplus inventory, the system decreases both the inventory item's surplus balance and on hand balance and records a Junk material inventory transaction from the surplus status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.

If the inventory item is central office equipment, the Junk transaction is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

If the inventory item was junked successfully, the system displays an appropriate message. The inventory balances shown on the INVENTORY ITEMS window are updated to reflect the results of the Junk transaction. The Last Transaction Number text box is updated to reflect the number of the last Junk transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

PROCESS MATERIAL USAGE

When material is taken out of inventory and placed in service or taken out of service and put back into inventory, material usage is reported by a Telephone Company (TELCO) employee or by a contractor hired to do the work. As a result, the inventory balance of the item used must be adjusted.

Material Usage is reported when the substep for which a material requirement exists is reported complete. See the Business Solutions for the LapTop and the Billing and Reporting JAD areas to receive an overview on how to report material usage. Reporting material usage results in the creation of a material inventory transaction which in turn adjusts the inventory balance of the used item.

If a substep is marked complete with material usage, a Materials Management process is called to adjust the inventory balance. To use this process, the identifier of the material usage record must be provided. The following types of transactions may be created as a result:

Disbursement - This type of transaction is created when an existing inventory item is placed in service (Material Usage is reported as follows: Removed Condition equals blank and Usage Type equals "U" for usage) or when an inventory item recovered from junk is placed in service (Material Usage is reported as follows: Removed Condition equal blank, Usage Type equal "U", and a miscellaneous code of RFJ = "Y" is reported). This transaction decreases the inventory item's current assigned balance by the quantity reported. If cable material is reported used, the quantity reported is equal to the quantity placed in service (record quantity) plus any splice loss incurred.

Disbursement Reversal - This type of transaction is created when a substep is completed incorrectly and must be backed out. The wrong substep may have been reported complete, the wrong inventory item may have been reported, or the wrong quantity may have been reported (Material Usage is reported as follows: Removed Condition equals blanks and Usage Type equals "R" for reversal). This transaction assigns the inventory item back to the substep to which it was assigned prior to disbursement thereby increasing the inventory item's assigned balance by the quantity previously disbursed. It also recovers any material previously auto-junked.

Recover from Junk - This type of transaction is created when the material used was recovered from junk. If not enough inventory was assigned to the substep to complete the work, the TELCO employee or contractor may report that the material used was recovered from junk (Material Usage is reported as follows: Removed Condition equals blank, Usage Type equals "U",

and a miscellaneous code of RFJ = "Y" is reported). This transaction increases the inventory item's unassigned balance by the quantity recovered from junk or, if the inventory item does not already exist, creates the inventory item with an unassigned balance equal to the quantity recovered from junk. The recovered inventory item is then assigned to the substep reported and is then disbursed.

Junk - This type of transaction is created when cable material is reported used and the remaining quantity on the reel is unassigned and less than the auto-junk limit set by the responsible CMC (Material Usage is reported as follows: Removed Condition equal blank and Usage Type equals "U") or when a substep for which material was recovered from junk was completed incorrectly and must be backed out (Material Usage is reported as follows: Removed Condition equals blank. Usage Type equals "R", and a miscellaneous code of RFJ = "Y" is reported). A CMC may choose to use the auto-junk feature or not to use it. The default auto-junk limit is set to 300 ft, but may be decreased by the CMC. Use of the auto-junk feature and the auto-junk limit are set as OFF parameters. This transaction decreases the inventory item's unassigned balance by the quantity junked.

Remove to Good - This type of transaction is created when material is removed from service and put back into inventory (Material Usage is reported as follows: Removed Condition equals "G" and Usage Type equals "U"). This transaction increases the inventory item's unassigned balance by the quantity removed from service or, if the inventory item does not already exist, creates the inventory item with an unassigned balance equal to the quantity removed from service.

Remove to Good Reversal - This type of transaction is created when a substep is completed incorrectly and must be backed out. The wrong substep may have been reported complete, the wrong inventory item may have been reported, or the wrong quantity may have been reported (Material Usage is reported as follows: Removed Condition equals "G" and Usage Type equals "R"). This transaction decreases the inventory item's unassigned balance by the quantity previously removed from service.

The following general business rules are observed when material inventory transactions are created as a result of material usage:

All material inventory transactions created as a result of material usage are created with a CUID = "SYSTEM", except for an auto-junk which has a CUDD = "AUTOJNK".

The system generates a serial number for the inventory item reported if the reel type reported is "HC" and no serial number is reported. A reel type of "HC" can be reported if recovering cable from junk or removing cable to good. The format of a system generated serial number is the first four non-blank characters of the inventory site to which you are adding the inventory item plus a 1 character month (represented as A - L, where "A" represents January and "L" represents December) plus a 1 character hour (represented as A - X, where "A" represents hour 0 (midnight) and "X" represents hour 23) plus a 2 character minute plus a 2 character second (e.g. ROMMAN2032 would mean that the serial number was created in an inventory site called ROMM in January at 1:20:32 PM). If the generated serial number already exists, the system increases the value by 1 until it generates a unique serial number.

The system makes every attempt to adjust the balance of the inventory item reported as long as its inventory balance can meet the reported quantity.

If the inventory item reported was ordered direct to code, the material inventory transaction is marked as not to be sent to Asset Management.

The following business rules are observed when existing inventory is reported used:

If the inventory item (serial number or material description) reported does not exist in the location (inventory site or alternate address) reported, the system returns an appropriate error code to the calling application.

If the quantity reported is greater than the current inventory balance, the system returns an appropriate error code to the calling application.

If no errors occur, the system creates a Disbursement transaction for the inventory item and quantity reported.

If the inventory item reported is issued, the system decreases the issue quantity and the inventory item's current at site balance by the quantity reported. If the entire issue quantity is decreased to zero, the system closes (i.e., deletes) the issue and marks the inventory item, if it still exists, as no longer issued.

If the inventory item reported is not assigned to the substep reported or if the quantity reported is more than the quantity assigned to the substep, the system determines if the reported inventory item has enough unassigned or surplus balance from which to disburse the material. If it does, the system assigns the reported inventory item to the substep, and creates a Disbursement transaction for the inventory item reported. This is done to keep the audit trail in check so that only

assigned inventory gets disbursed. f there is not enough unassigned or surplus balance, the system determines if the inventory item is assigned to another substep. If it is, the system unassigns the inventory item from the substep to which it is currently assigned, changes that substep's material status back to "needed", assigns the inventory item to the substep reported complete, and creates a Disbursement transaction for the inventory item reported.

If the quantity reported is less than the quantity assigned to the substep, the system creates an Unassignment transaction for the quantity not used and then creates a Disbursement transaction for the quantity reported.

If the inventory item reported is cable, in addition to creating a Disbursement transaction, the system creates a Junk transaction if the responsible CMC is using the auto-junk feature and the quantity remaining on the reel is unassigned and less than the CMC's auto-junk limit. If the inventory item is issued, the system closes (i.e., deletes) the issue upon auto-junking it.

If any inventory is still assigned to the reported substep after the material usage record is processed, the system creates an Unassignment transaction for the remaining assigned quantity. This can happen if a different inventory item from the assigned inventory is reported (e.g., different material description or different serial number).

If the material usage record is processed successfully, the substep's material status is changed to "D" (disbursed).

If a miscellaneous code of PIR = "N" is reported, a Disbursement transaction is not created; however, the substep's material status is still changed to "D" and any inventory assigned to the substep is unassigned.

The following business rules are observed when inventory reported as used is reversed:

If serialized material is reported and the serial number does not exist in the inventory site reported, but does exist in the responsible CMC, the system returns an appropriate error code to the calling application. This is because OSPCM will not allow duplicate serial numbers to exist within a CMC.

If serialized non-cable material is reported and the serial number already exists in the reported inventory site, the system returns an appropriate error code to the calling application. This is because serialized non-cable material cannot have an inventory balance greater than 1.

If non-serialized material or cable material is reported and the inventory item already exists in the reported inventory site and no errors occur, the system creates a Disbursement Reversal

transaction to add the reported quantity to the existing inventory item. For non-serialized material, "the inventory item already exists" implies that there exists some of this material at this inventory site with a receipt date equal to the current date. If there is not, a new inventory item is created with its receipt date equal to the current date. This is done so that non-serialized material removed to good does not receive an "age" older than the current date.

If the material reported does not exist in the reported inventory site and no errors occur, the system creates a Disbursement Reversal transaction to create a new inventory item for the quantity reported.

If cable material is reported and an issue exists for the serial number, the system increases the issue quantity by the quantity reported and in effect reissues the material previously disbursed.

If the Disbursement transaction that is to be reversed involved an auto-junk, the system first creates a Recover From Junk transaction for the quantity previously junked and then creates a Disbursement Reversal transaction for the reported quantity.

If the material usage record is processed successfully, the substep's material status is changed back to its previous status.

If a miscellaneous code of PIR = "N" is reported, a Disbursement Reversal transaction is not created; however, the substep's material status is changed to "N" (needed).

The following business rules are observed when material recovered from junk is reported used:

If reporting serialized material and the serial number does not exist in the inventory site reported, but does exist in the responsible CMC, the system returns an appropriate error code to the calling application. This is because OSPCM will not allow duplicate serial numbers to exist within a CMC.

If reporting serialized non-cable material and the serial number already exists in the reported inventory site, the system returns an appropriate error code to the calling application. This is because serialized non-cable material cannot have an inventory balance greater than 1.

If the material reported is cable and the reel type reported is "HC" (hand-coil) and no serial number is reported, the system generates a serial number for the inventory item as described earlier.

If reporting non-serialized material or cable material and the inventory item already exists in the reported inventory site and no errors occur, the system creates a Recover from Junk transaction to add the reported quantity to the existing inventory item, creates an Assignment transaction to

assign the inventory item to the substep reported, and creates a Disbursement transaction to disburse the inventory item for the quantity reported.

If the material reported does not exist in the reported inventory site and no errors occur, the system creates a Recover from Junk transaction to create a new inventory item for the quantity reported, creates an Assignment transaction to assign the inventory item to the substep reported, and creates a Disbursement transaction to disburse the inventory item for the quantity reported.

If any inventory is still assigned to the reported substep after the material usage record is processed, the system creates an Unassignment transaction for the remaining assigned quantity. This can happen if recovered from junk material was used rather than the assigned inventory item.

If the material usage record is processed successfully, the substep's material status is changed to "D" (disbursed).

The following business rules are observed when recovered from junk material reported as used is reversed:

If reporting serialized material and the serial number does not exist in the inventory site reported, but does exist in the responsible CMC, the system returns an appropriate error code to the calling application. This is because OSPCM will not allow duplicate serial numbers to exist within a CMC.

If reporting serialized non-cable material and the serial number already exists in the reported inventory site, the system returns an appropriate error code to the calling application. This is because serialized non-cable material cannot have an inventory balance greater than 1.

If reporting non-serialized material or cable material and the inventory item already exists in the reported inventory site and no errors occur, the system creates a Disbursement Reversal transaction to add the reported quantity to the existing inventory item and then creates a Junk transaction to junk the inventory item for the quantity reported.

If the material reported does not exist in the reported inventory site and no errors occur, the system creates a Disbursement Reversal transaction to create a new inventory item for the quantity reported and then creates a Junk transaction to junk the inventory item for the quantity reported.

If the material usage record is processed successfully, the substep's material status is changed back to its previous status.

The following business rules are observed when material is reported as removed to good:

If reporting serialized material and the serial number does not exist in the inventory site reported, but does exist in the responsible CMC, the system returns an appropriate error code to the calling application. This is because OSPCM will not allow duplicate serial numbers to exist within a CMC.

If reporting serialized non-cable material and the serial number already exists in the reported inventory site, the system returns an appropriate error code to the calling application. This is because serialized non-cable material cannot have an inventory balance greater than 1.

If the material reported is cable and the reel type reported is "HC" (hand-coil) and no serial number is reported, the system generates a serial number for the inventory item as described earlier.

If reporting non-serialized material or cable material and the inventory item already exists in the reported inventory site and no errors occur, the system creates a Remove To Good transaction to add the reported quantity to the existing inventory item.

If the material reported does not exist in the reported inventory site and no errors occur, the system creates a Remove To Good transaction to create a new inventory item for the quantity reported.

The following business rules are observed when material reported as removed to good is reversed:

If the inventory item (serial number or material description) reported does not exist in the location (inventory site or alternate address) reported, the system returns an appropriate error code to the calling application.

If the quantity reported is greater than the current inventory balance, the system returns an appropriate error code to the calling application.

If no errors occur, the system creates a Remove to Good Reversal transaction for the inventory item and quantity reported.

If the inventory item reported has been assigned, the system first unassigns the inventory item from the substep, changes its material status back to "needed", and then creates a Remove To Good Reversal transaction for the quantity reported.

RELOCATE AN INVENTORY ITEM

You may relocate an inventory item by changing its bin location, by moving it from your inventory site to an alternate storage location, or by moving it from an alternate storage location back to your inventory site.

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window as shown in Fig. 39 is displayed.

Select an inventory item from the grid and press the Relocate toolbar button located on the INVENTORY ITEMS window or select "Relocate..." from the Actions menu. The RELOCATE INVENTORY ITEM dialog shown on the following page is displayed. This function is available if the following conditions are met:

You have security access to update inventory in this inventory site.

You are a Materials Management Manager or a Materials Management Clerical user.

The selected inventory item's entire on hand balance has not been issued nor in transit. (See Fig. 40).

This dialog allows you to specify a new bin location for the selected inventory item or to move it between your inventory site and an alternate storage location. The following information is displayed about the selected inventory item:

Inventory Site - The name of the inventory site responsible for the inventory item.

Material Description - The description of the inventory item.

Serial Number - The serial number of the inventory item (if serialized).

Bin Loc - The current bin location of the inventory item. If the inventory item does not have a bin loc, this field is blank.

The address radio button defaults to the current location of the inventory item. If the inventory item is physically located at the inventory site, the Inventory Site radio button is selected. If the inventory item is physically located at an alternate storage location, the Alternate Address radio button is selected and the following information is displayed:

Address Code - The code by which this address was saved.

Contact Name - The contact name of the alternate address (if applicable).

Contact Phone - The contact phone number of the alternate address.

Company - The company of the alternate address (if applicable).

Street - The street of the alternate address.

Room - The room number of the alternate address (if applicable).

City - The city of the alternate address.

State - The state of the alternate address.

Zip Code - The zip code of the alternate address.

CHANGE THE INVENTORY ITEM'S BIN LOCATION

The Bin Loc frame is used to specify the inventory item's bin location. The following radio buttons are available:

Current Bin Loc - If the inventory item has a bin loc, the Current Bin Loc radio button is selected when this dialog is opened. To keep the inventory item in its current bin location, do nothing.

Another Bin Loc - To specify a new bin location for the inventory item, select the Another Bin Loc radio button and type the new bin location in the associated text box.

No Bin Loc - If the inventory item does not have a bin loc, the No Bin Loc radio button is selected when this dialog is opened. If the inventory item has a bin loc and you want to indicate that it is no longer at a particular bin location, select the No Bin Loc radio button.

If you are relocating a serialized inventory item that is waiting to be returned (Awaiting Return balance > 0), the only action you may take is to change its bin location.

MOVE THE INVENTORY ITEM BACK TO THE INVENTORY SITE

To move the inventory item from an alternate storage location back to your inventory site, select the Inventory Site radio button.

MOVE THE INVENTORY ITEM TO AN ALTERNATE STORAGE LOCATION

To relocate the inventory item to an alternate storage location, select the Alternate Address radio button followed by the SAVED ADDRESSES button. The SAVED ADDRESSES dialog as shown in Fig. 41 is displayed.

The Saved Address list box lists all of the alternate addresses currently stored in the system. By default, the first code in the list is selected.

To relocate the inventory item to a saved address, select one from the list box. If the address you need is not listed, you may create a new alternate address by pressing the NEW button as described later in this document.

To get additional help while on this dialog, press the HELP button. To close this dialog and not use the selected address, press the CANCEL button. To close this dialog and use the selected address, press the OK button. If OK is pressed, the address associated with the selected code is copied to the alternate address fields on the RELOCATE INVENTORY ITEM window.

The following buttons are also available from the SAVED ADDRESSES dialog:

VIEW - To view the address associated with a code, select one from the list box and press the VIEW button. The VIEW ADDRESS dialog as shown in Fig. 42 is displayed.

This dialog displays the address associated with the code selected. To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

EDIT - To edit the address associated with a code, select one from the list box and press the EDIT button. The EDIT ADDRESS dialog as shown in Fig. 43 is displayed.

You may modify the contact name, contact phone, company, street, room, city, state, or zip.

To get help while on this dialog, press the HELP button. To close this dialog without saving the changes made, press the CANCEL button. To close this dialog and save the changes made, press the OK button. The system displays a message under the following conditions:

If both the contact name and the company name are blank, an error message is displayed. Respond to the message by pressing OK.

If the contact phone, street, city, state, or zip code are blank, an error message is displayed. Respond to the message by pressing OK.

If the contact phone or zip code are incomplete, an error message is displayed. Respond to the message by pressing OK.

NEW - To add a new alternate address, press the NEW button. The CREATE NEW ADDRESS dialog as shown in Fig. 44 is displayed.

To add a new alternate address to which the inventory item should be relocated, provide the following information:

Address Code - Type a code by which this address will be known. This code will appear in the Alternate Address drop down lists and will be available to anyone who wishes to store material at this location. Address Code must be provided.

Contact Name - Type the name of the person to whom the inventory item should be relocated or the name of the person who should be notified of the relocation in the Contact Name text box. If Contact Name is not provided, Company must be provided.

Contact Phone - Type the phone number of the person to whom the inventory item should be relocated or the phone number of the person who should be notified of the relocation in the Contact Phone text box. Contact Phone must be provided.

Company - Type the name of the company to which the inventory item should be relocated in the Company text box. If Company is not provided, Contact Name must be provided.

Street - Type the street address to which the inventory item should be relocated in the Street text box. Street must be provided.

Room - Type the room number to which the inventory item should be relocated in the Room text box. Room is optional.

City - Type the name of the city to which the inventory item should be relocated in the City text box. City must be provided.

State - Type or select the abbreviation of the state to which the inventory item should be relocated in the State combo box, which contains a list of the nine BellSouth states. State must be provided. If a state is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Zip - Type the zip code to which the inventory item should be relocated in the Zip text box. Zip must be provided. Format is nnnnn or nnnnn-nnnn, where n is a number between 0 and 9.

To get help while on this dialog, press the HELP button. To close this dialog without adding the new address, press the CANCEL button. To close this dialog and add the new address, press the OK button. The system displays a message under the following conditions:

If both the contact name and the company name are blank, an error message is displayed. Respond to the message by pressing OK.

If the address code, contact phone, street, city, state, or zip code are blank, an error message is displayed. Respond to the message by pressing OK.

If the contact phone or zip code are incomplete, an error message is displayed. Respond to the message by pressing OK.

If the address code entered already exists, an interrogative message is displayed asking you if you want to replace the old address with the new address. Press YES if you want to replace the address or press NO if you do not want to replace the address.

If the address code has the same name as an inventory site, an error message is displayed (e.g., you cannot have an alternate address code name "SWL" and an inventory site named "SWL"). Respond to the message by pressing OK.

If no errors are found, the system creates a new alternate address of type code "A".

To get additional help while on the RELOCATE INVENTORY ITEM dialog, press the HELP button. To close the dialog without relocating the inventory item, press the CANCEL button. To close the dialog and relocate the inventory item, press the OK button. The system displays an appropriate message if the following conditions occur:

If you have not made any changes, a warning message is displayed indicating that the inventory item will not be relocated since no changes were made. Respond to the message by pressing OK.

If you are changing the bin location of the inventory item and did not specify a new bin location (i.e., different from the current bin location) to which the inventory item should be moved, an error message is displayed. Respond to the message by pressing OK.

If you are changing the bin location of the inventory item and did not specify a bin location to which the inventory item should be moved, an error message is displayed. Respond to the message by pressing OK.

If you are relocating the inventory item to an alternate storage location and did not provide the required address information, an error message is displayed. Respond to the message by pressing OK.

If no errors were found, the system makes one or more of the following changes:

Changes the physical location of the selected inventory item from the alternate address to the inventory site responsible for the inventory item or changes the physical location of the selected inventory item from the inventory site responsible for the inventory item to the alternate address specified.

If the inventory item had a designated bin location and it was relocated to an alternate address or back to the responsible inventory site without having a new bin location specified, the inventory item is removed from its current bin location.

Changes the current bin location of the selected inventory item to the new bin location specified or removes the selected inventory item from its current bin location.

If you are relocating non-serialized inventory, the entire on-hand balance located at that physical location is moved to the inventory site, alternate address, or bin location specified because you cannot specify the quantity or the inventory status to relocate. This means that any issued or in-transit inventory will be moved as well.

If the inventory item was relocated successfully, the system displays an appropriate message. No material inventory transaction is recorded as a result of relocating the selected inventory item. The appropriate changes are displayed on the INVENTORY ITEMS window to reflect the results of the relocation.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

REPORT RECONCILIATION FILE TO ASSET MANAGEMENT

This section defines the reconciliation interface between OSPCM and Asset Management, the accounting system that tracks inventory dollars in the 12201100 account. This account is maintained in Asset Management by geographic location code (GLC) and material item code (MIC). On occasion, the inventory units and dollars in this account must be reconciled between the two systems. The inventory units are reported to Asset Management by MIC for a specified inventory site. Since OSPCM inventories both non-exempt material ordered to the 12201100 account (e.g. cable) and non-exempt material ordered directly to the in-service account (e.g. central office equipment, conduit, manholes), those inventory items ordered directly to the in-service account, must be excluded from the interface.

The chosen interface is an on demand file transmission using BUFIT. Asset Management requests a reconciliation file by sending a file via BUFIT containing the geographic location code (GLC) of the desired inventory site(s) and an inventory ED. When the file is transmitted to OSPCM, a process is run to create the reconciliation file. After the file is created, it is transmitted back to Asset Management via BUFIT. The Asset Management system resides on a UNIX box in the Jackson, MS data center.

The reconciliation file is created for the specified GLC (which may contain 1 or more inventory sites) by summing the on hand balance of each of its inventory items by MIC. All

inventory items that are the responsibility of the specified GLC, excluding those inventory items ordered direct to code, are used in the calculation.

A header record containing the following information is written as the first record in the file.

Trans Code - Defaults to "HDR".

Inventory Date - The date the inventory was taken. This is the current date. (Format: YYYY/MM/DD)

The following information is written to the file per MIC.

Business Unit - Defaults to "BST" (5 char).

Dept ID - State of the glc for which the file is created (2 char).

Inventory ID - The ID provided by Asset Management to identify the inventory reconciliation file (7 numeric).

Location - The GLC provided by Asset Management (6 char).

BST ID - The MIC of the inventory items reported (12 char).

BST SUB ID - Defaults to spaces (2 char).

Table Sequence Number - Defaults to zeroes (11 numeric).

Custodian - The responsibility code of the inventory site for which the file is created (8 char). If the glc crosses inventory sites, this field should be populated with ???.

Quantity - The inventory balance for the MIC reported (10 numeric). The last two digits are for tenths and hundredths. The decimal point is not transmitted (e.g. a quantity of 8 is sent as 800).

Asset Cost - Defaults to zeroes (15 numeric).

Asset Description - The description of the MIC (60 char).

A trailer record containing the following information is written as the last record in the file.

Trans Code - Defaults to "TRL".

Number of Records - The number of records written to the file, excluding the header and trailer records (9 numeric).

ADD AN INVENTORY ITEM

You add an item to your inventory when you recover material from junk, reclassify material that was previously exempt as non-exempt, when you find material on your yard that has not been accounted for, or when you need to add an inventory item for use on a Turn-Key job. The turn-key

process is the outsourcing of outside plant tech hours for splicing and pre-service turn up at a carrier site. This process is part of an initiative for "fiber in the loop" technology. All new subdivisions are supposed to be cabled with fiber and the turn-key process is a method to be used so as to not increase the workload on existing resources. The material needed on a turn-key job is ordered by the Procurement Services Office (PSO) directly in REGIS or CAPRI. Since the order does not exist in OSPCM, the material cannot be added into inventory using the receipt process. Instead, it must be added into inventory using the. Add Inventory Item window and then assigned to the appropriate job using the assignment procedures discussed in Business Solution III. If you are responsible for a warehouse site, you may add an item to your inventory to replenish your emergency or consignment stock. If you are responsible for a Refurbished Central Office Equipment (RCOE) site, you may add an item to your inventory when refurbished equipment is delivered to your site.

An additional feature is available for a period of time. During the conversion from the Major Apparatus and Cable System (MACS) to OSPCM, you can convert unassigned or surplus inventory remaining in the MACS system to the OSPCM system.

To add an inventory item, select "Add Inventory Item" from the Inventory menu located on the main MATERIALS MANAGEMENT window. The ADD INVENTORY ITEM dialog is displayed. The command buttons and some of the fields on this dialog will vary slightly depending on whether or not you are undergoing a MACS conversion. The Add Inventory Item function is available if the following conditions are met:

You have security access to update inventory.

You are a Materials Management Manager or a Materials Management Warehouse user. During the MACS conversion, a Materials Management clerk will be able to add inventory as long as all other security requirements are met.

ADD A NON-MACS INVENTORY ITEM

If you are not undergoing a MACS conversion, the dialog shown below is displayed after selecting "Add Inventory Item" from the Inventory menu located on the main MATERIALS MANAGEMENT window. (See Fig. 45).

To add an item, provide the following information.

Inventory Site - The name of the inventory site to which you want to add the inventory. Type a valid inventory site in the Inventory Site list box or select one from its drop-down list. If you are a Materials Management manager or clerk, the drop-down list contains a list of all inventory sites, excluding warehouse and RCOE sites, for which you have security access to update inventory. If you are a warehouse user, the drop-down list contains a list of all warehouse sites and RCOE sites for which you have security access to update inventory. The inventory site defaults to the inventory site you have selected on the PREFERENCES dialog.

Material Description - The material description of the inventory item. Type a valid material description in the Material Description text box. If adding inventory to a warehouse site, only serialized material may be added.

Serial Number - The serial number of the inventory item. If you are adding serialized material to your inventory, type a serial number in the Serial Number text box. If you are adding cable to your inventory you may leave this field blank and enter "HC" (hand coil) in the Reel Type field to have the system generate a serial number. The format of a system generated serial number is the first four non-blank characters of the inventory site to which you are adding the inventory item plus a 1 character month (represented as A -L, where "A" represents January and "L" represents December) plus a 1 character hour (represented as A - X, where "A" represents hour 0 (midnight) and "X" represents hour 23) plus a 2 character minute plus a 2 character second. For example, ROMMAN2032 would mean that the serial number was created in an inventory site called ROMM in January at 1:20:32 PM. If the generated serial number already exists, the system increases the value by 1 until it generates a unique serial number.

Reel Type - The reel type of the inventory item. If you are adding cable to your inventory, type a valid reel type in the Reel Type text box or select one from its drop down list. If the serial number is not provided and the reel type is "HC", the system will generate a serial number.

Quantity - The quantity to add to inventory. Type a quantity greater than zero in the Quantity text box. If adding serialized non-cable, the quantity cannot be greater than one.

Material Type - The intended use of the inventory item. Valid values are as follows:

Normal - Select the Normal button if the inventory item is for normal use. This button is available only if adding inventory to an inventory site or to an RCOE site. This is the default Material Type if adding to an inventory site or RCOE site.

Emergency - Select the Emergency button if the inventory item is reserved for emergency use. This button is available only if adding inventory to an inventory site that can store emergency material or to a warehouse site. This is the default Material Type if adding to a warehouse site.

Consignment - Select the Consignment button if the inventory item is consignment material. This button is available only if adding inventory to a warehouse site.

Source - The source of the inventory item. Valid values are as follows:

Junk - Select the Junk button if the inventory item was recovered from junk.

Turn key - Select the Turn key button if the inventory item is added for use on a Turn key job.

Exempt - Select the Exempt button if the inventory item was reclassified from exempt.

Other - Select the Other button if the inventory item was found on the yard and you do not know where it came from. This is the default Source.

Remarks - Enter any remarks in the Remarks text box that you wish to have recorded with the Recover From Junk, Reclassify From Exempt, or Inventory Addition transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without adding the inventory item, press the CANCEL button. To close this dialog and add the inventory item, press the OK button.

The system displays an appropriate error message under the following conditions:

If the inventory site is not valid.

If no material description is provided or the one provided is not valid.

If adding an inventory item as consignment material and its material description is not marked as a consignment item in the Material Item table.

If adding non-serialized material to a warehouse site.

If adding emergency non-serialized material to an inventory site.

If the material is serialized non-cable and you did not provide a serial number.

If the material is cable and you did not specify a serial number or specify the reel type as "HC".

If the serial number provided already exists in the CMC responsible for the inventory site to which you are adding the inventory.

If the material is non-serialized and a serial number is provided.

If the material is cable and you did not specify a reel type.

If the material is not cable and a reel type is provided.

If the reel type provided is not valid.

If the quantity added is zero.

If adding serialized non-cable and the quantity is greater than one, a message displays indicating that the quantity will be changed to one and asks you if you wish to continue adding the item. Respond to the message by pressing YES if you wish to continue or NO if you do not.

Respond to all error messages by pressing OK unless otherwise noted.

If no errors are found, the system updates or creates an inventory balance for the inventory site, material description, and serial number specified and records a material inventory transaction as follows.

If adding serialized inventory or adding non-serialized inventory for which there is not yet an inventory balance, the system creates a new inventory item with an unassigned balance equal to the quantity to be added. Adding non-serialized inventory will create a new inventory item if there was not already some of this material added today to this inventory site (either via the Add Inventory process or the Receipt process) so that the age of the inventory items may be tracked appropriately. If some of this material was added today, but relocated to an alternate address before the new inventory item is added, a new inventory item will be created so that the location of the inventory items may be tracked appropriately

If adding non-serialized inventory for which there is already an inventory balance, the system increases the unassigned balance by the quantity to be added..

If the inventory item's source is "Junk", the system records a Recover From Junk material inventory transaction. If the material is non-Central Office Equipment, the transaction is marked to be sent to Asset Management; otherwise the transaction is marked as not to be sent to Asset Management.

If the inventory item's source is "Turn key", the system records an Inventory Addition material inventory transaction. The transaction is marked as not to be sent to Asset Management because the material was already reported to the accounting systems through REGIS or CAPRI.

If the inventory item's source is "Exempt", the system records a Reclassify From Exempt material inventory transaction. If the material is non-Central Office Equipment, the transaction is marked to be sent to Asset Management; otherwise the transaction is marked as not to be sent to Asset Management.

If the inventory item's source is "Other", the system records an Inventory Addition material inventory transaction. If the material is non-Central Office Equipment, the transaction is marked to be sent to Asset Management; otherwise the transaction is marked as not to be sent to Asset Management.

If the inventory item was added successfully, the system displays an appropriate message. The message provides the serial number added (if serialized and generated by the system).

ADD A MACS INVENTORY ITEM

If you are undergoing a MACS conversion, the dialog shown below is displayed after selecting "Add Inventory Item" from the Inventory menu located on the main MATERIALS MANAGEMENT window. This version of the dialog replaces the OK button with an ADD button and the CANCEL button with a CLOSE button. Because you may want to add multiple items during the conversion period, the behavior of the dialog has been modified to remain open after adding an inventory item. (See Fig. 46).

This version of the dialog displays a MACS Conversion check box in the Source frame. To add a MACS inventory item, provide the Inventory Site, Material Description, Serial Number (if serialized), Reel Type (if cable), Quantity, and Material Type as described earlier and then select a Source of "Other" and select the MACS Conversion check box. The MACS Conversion check box is enabled only if a Source of "Other" is selected. It is also recommended that you add a remark indicating that the inventory item is being added as part of the MACS conversion.

You can add a non-MACS inventory item during the conversion period, by not selecting the MACS Conversion check box.

To get additional help while on this dialog, press the HELP button. To close this dialog without adding the inventory item, press the CLOSE button. To add the inventory item, press the ADD button.

RETURN AN INVENTORY ITEM

If an inventory item is damaged or no longer wanted, it may be returned to a BellSouth Telecommunications (BST) warehouse (e.g., BH) or to an outside vendor (e.g., Lucent).

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window as shown in Fig. 47 is displayed.

To return an inventory item, select an inventory item from the grid and press the Return toolbar button located on the INVENTORY ITEMS window or select "Return..." from the Actions menu. The RETURN INVENTORY ITEM dialog shown on the following page is displayed. This function is available if the following conditions are met:

You have security access to update inventory in this inventory site.

You are a Materials Management Manager or a Materials Management Clerical user.

The selected inventory item has an awaiting return inventory balance. (See Fig. 48).

This dialog allows you to return an inventory item to a BST warehouse or to an outside vendor. The following information is displayed about the selected inventory item.

Inventory Site - The name of the inventory site responsible for the inventory item.

Material Description - The material description of the inventory item.

Serial Number - The serial number of the inventory item (if serialized).

Awaiting Return Quantity - The inventory item's current awaiting return balance.

To return the selected inventory item, provide the following information.

Quantity to Return - The quantity to be returned. If the selected inventory item is serialized material, the Quantity to Return is set equal to the on hand balance of the inventory item and cannot be changed. If the selected inventory item is non-serialized material, type the quantity to return in the Quantity to Return text box. The Quantity to Return cannot be greater than the current awaiting return balance, but must be greater than zero.

Return To - The BST warehouse or the outside vendor to which the inventory item is to be returned. To return the inventory item to a BST warehouse, select the Warehouse radio button and type a valid warehouse in the Warehouse combo box or select one from its drop-down list. The drop-down contains a list of all BellSouth warehouses. To return the inventory item to an outside

vendor, select the Vendor radio button and type a valid vendor in the Vendor combo box or select one from its drop-down list. The drop-down contains a list of vendors that BellSouth currently uses.

Return Authorization Number - The return authorization number received from the vendor to which the inventory item is being returned. If returning the inventory item to a vendor, you must type the return authorization number in the Return Authorization Number text box. If returning the inventory item to a warehouse, you cannot provide the Return Authorization Number (i.e., the Return Authorization Number text box is disabled). The system generates the return authorization number when returning an inventory item to a warehouse. The format of a system generated return authorization number is OP-n-xxxxx, where n is 1,2, 3, or 4 and xxxxx is a sequential number. To make the return authorization number unique across the region, a number is assigned to each server as the value of n and xxxxx is a sequential number within that server. "1" indicates that the inventory item was returned from Alabama or Georgia. "2" indicates that the inventory item was returned from Louisiana, Mississippi, or Tennessee. "3" indicates that the inventory item was returned from North Carolina, South Carolina, or Kentucky. "4" indicates that the inventory item was returned from Florida.

Remarks - Type in any remarks in the Remarks text box that you wish to have recorded with the Return transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without returning the inventory item, press the CANCEL button. To close this dialog and return the inventory item, press the OK button. The system displays an appropriate message if the following conditions occur:

If the Quantity to Return is greater than the current awaiting return balance, an error message is displayed. Respond to the message by pressing OK.

If the Quantity to Return is equal to zero, an error message is displayed. Respond to the message by pressing OK.

If you are returning the inventory item to a vendor and did not provide the Return Authorization Number, an error message is displayed. Respond to the message by pressing OK.

If an invalid warehouse or invalid vendor is selected, an error message is displayed. Respond to the message by pressing OK.

If there are no errors found, the system returns the selected inventory item and records a Return material inventory transaction as follows:

The system decreases the awaiting return balance of the inventory item by the Quantity to Return and records a Return material inventory transaction from the awaiting return status. If the inventory item balance reaches a zero, the inventory item is deleted from the system.

If the inventory item is central office equipment, the material inventory transaction created is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

If the inventory item was returned successfully, the system displays an appropriate message and a Material Return Order (RF-1Q10) form is printed (See Attachment 1). The inventory balances shown on the INVENTORY ITEMS window are updated to reflect the results of the Return transaction. The Last Transaction Number text box is updated to reflect the number of the Return transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

Attachment 1:

If returning the inventory item to a warehouse, the RF-1010 form should be shipped with the inventory item and a copy kept for your records. If returning the inventory item to a vendor, the RF-1010 form should be kept for your records. The following information is printed on the report:

Originator - The name of the person returning the inventory item. Your Common Userid (CUID) is used to obtain your name.

Date - The current date.

Supervisor's Telephone Number - The telephone number of supervisor responsible for the inventory item.

Request Number - The Return Authorization Number. If returning to a warehouse, it is equal to the return authorization number generated by the system. If returning to a vendor, it is equal to the return authorization number provided by the vendor.

Authority Number - The Requestor Authority Number (RAN) of the inventory site responsible for the inventory item.

RCC - The responsibility code charged for the return (the supervisor's responsibility code).

Geo Loc - The geographical location code of the inventory site responsible for the inventory item.

Comments - The remarks recorded with the Return transaction.

Equipment Description - The material description of the inventory item. If the inventory item is serialized material, its serial number is printed following the description.

PID Number - The product identifier of the material returned.

Quantity - The quantity returned.

RUN AN INVENTORY SCAN

The inventory scan is a real-time "look" at the inventory for which you have responsibility. You may run an inventory scan when it is time to do a physical inventory so that you can compare what the system indicates you have to what is physically on the yard. Or you may run an inventory scan to verify the availability of emergency or consignment material.

To run an inventory scan, press the Inventory Scan toolbar button located on the main MATERIALS MANAGEMENT window or select "Inventory Scan" from the Inventory menu. The INVENTORY SCAN SEARCH CRITERIA dialog shown below is displayed. This function is available at ail times to any Materials Management user. (See Fig. 49).

This dialog allows you to define the search criteria of an inventory scan.

Provide the following information to identify the type of material to search for, the location to search, and the maximum number of inventory items to display.

Material Type - Select the type of material to search for from the Material Type list box or accept the default of "Normal". The type of material you may search for depends on the type of user you are.

Materials Management manager or clerk - You may choose to search for normal, emergency, consignment, or joint-use inventory.

Materials Management warehouse user - You may choose to search for normal, emergency, or consignment inventory.

State - Type a valid state to search in the State combo box or select one from its drop down list. The State combo box defaults to the state you have selected on the PREFERENCES dialog. If you are a Materials Management manager and you want to search all states, select ALL. The states you may search depend on the type of material you have selected to search for and the type of user you are. Security Work-Around: If you a user of the Materials Management application only, you

can view inventory in any state. If you are a Materials Management user and a user of another OSPCM application, you can view inventory only in the states to which you have access. Therefore, where this document states that all states, CMCs, or inventory sites are listed, may not apply if you have access to other OSPCM applications besides Materials Management.

Materials Management manager or clerk -

Normal - If searching for normal inventory, the drop down contains a list of all nine states in the BellSouth region.

Consignment - If searching for consignment inventory, the drop down contains a list of states that have warehouse sites.

Emergency - If searching for emergency inventory, the drop down contains a list of states that can store emergency inventory. Emergency inventory can be stored at either an inventory site that is allowed to have emergency material or at a warehouse site.

Joint Use - If searching for normal inventory, the drop down contains a list of all nine states in the BellSouth region.

Materials Management warehouse user -

Normal - If searching for normal inventory, the drop down contains a list of states that have Refurbished Central Office Equipment (RCOE) sites.

Consignment - If searching for consignment inventory, the drop down contains a list of states that have warehouse sites.

Emergency - If searching for emergency inventory, the drop down contains a list of states that have warehouse sites.

CMC - Type a valid CMC to search in the CMC combo box or select one from its drop down list. The CMC combo box defaults to "ALL" indicating that all CMCs for which you have access that can store the specified material type in the specified state are to be searched. The CMCs you may search depend on the type of material you have selected to search for and the type of user you are. Security Work-Around: If you a user of the Materials Management application only, you can view inventory in any CMC. If you are a Materials Management user and a user of another OSPCM application, you can view inventory only in the CMCs to which you have access. Therefore, where this document states that all states, CMCs, or inventory sites are listed, may not apply if you have access to other OSPCM applications besides Materials Management.

Materials Management manager or clerk -

Normal - If searching for normal inventory, the drop down contains a list of all CMCs in the BellSouth region (the state for each CMC listed is also displayed in the drop down).

Consignment - If searching for consignment inventory, the drop down contains a list of CMCs that have warehouse sites.

Emergency - If searching for emergency inventory, the drop down contains a list of the CMCs that can store emergency inventory.

Joint Use - If searching for normal inventory, the drop down contains a list of all CMCs in the BellSouth region.

Materials Management warehouse user -

Normal - If searching for normal inventory, the drop down contains a list of CMCs that have RCOE sites.

Consignment - If searching for consignment inventory, the drop down contains a list of CMCs that have warehouse sites.

Emergency - If searching for emergency inventory, the drop down contains a list of CMCs that have warehouse sites.

Inventory Site - Type a valid inventory site to search in the Inventory Site combo box or select one from its drop down box. The Inventory Site combo box defaults to "ALL" indicating that all inventory sites, warehouse sites, and RCOE sites for which you have access that can store the specified material type in the specified state or CMC are to be searched. The inventory sites you may search depend on the type of material you have selected to search for and the type of user you are. Security Work-Around: If you a user of the Materials Management application only, you can view inventory in any inventory site. If you are a Materials Management user and a user of another OSPCM application, you can view inventory only in the inventory sites to which you have access. Therefore, where this document states that all states, CMCs, or inventory sites are listed, may not apply if you have access to other OSPCM applications besides Materials Management.

Materials Management manager or clerk -

Normal - If searching for normal inventory, the drop down contains a list of all inventory sites and RCOE sites in the BellSouth region (the CMC for each inventory site listed is also displayed in the drop down).

Consignment - If searching for consignment inventory, the drop down contains a list of all warehouse sites in the BellSouth region.

Emergency - If searching for emergency inventory, the drop down contains a list of the inventory sites that can store emergency inventory and all warehouse sites.

Joint Use - If searching for normal inventory, the drop down contains a list of all inventory sites in the BellSouth region.

Materials Management warehouse user -

Normal - If searching for normal inventory, the drop down contains a list of all RCOE. sites in the BellSouth region.

Consignment - If searching for consignment inventory, the drop down contains a list of all warehouse sites in the BellSouth region.

Emergency - If searching for emergency inventory, the drop down contains a list of all warehouse sites in the BellSouth region,

Max Records to Show - This limits the number of inventory items returned by the search and defaults to the maximum number of records last requested. (If you are using this dialog for the first time, the default is 100). You may either decrease or increase this number in increments of 25 or enter your own maximum limit based on your needs at the time. The maximum number of records that may be displayed is 9999.

To define your search criteria by material, check the Filter By Material check box and select either the Material Description, MIC, or Category radio button as follows:

Material Description - If you want to search for inventory items having a specific material description, select the Material Description radio button and type a valid material description in the Material Description text box; otherwise leave it blank. You may type a partial material description using an asterisk (*) to search for inventory items having a material description starting and/or ending with the portion you provided (e.g. AFAW* searches for inventory items having a material description starting with "AFAW"; *100 searches for inventory items having a material description ending in "100"; A* 100 searches for inventory items having a material description starting with "A" and ending in "100"). If a material description is provided, neither a MIC, category, or subcategory may be identified as search criteria.

MIC - If you want to search for inventory items within a specific material item code, select the MIC radio button and type a material item code in the MIC text box; otherwise leave it blank. If a material item code is provided, neither a material description, category, or subcategory may be identified as search criteria.

Category - If you want to search for inventory items within a specific material category, select the Category radio button and type a valid category in the Category combo box or select one from its drop down list; otherwise leave it blank. The drop down contains a list of all valid material categories. If a category is provided, neither a material description or MIC may be identified as search criteria.

Subcategory - If you want to search for inventory items within a specific material subcategory, select the Category radio button and type a valid subcategory in the Subcategory combo box or select one from its drop down list; otherwise leave it blank. The drop down contains a list of all valid material subcategories. If a subcategory is provided, neither a material description or MIC may be identified as search criteria. If the subcategory is provided and the category not provided, the system will populate the Category text box with the category of the subcategory specified.

To define your search criteria by status, provide the following information.

Status - If you want to search for inventory items having a specific inventory status, check or uncheck the appropriate Status check box. By default, all statuses are searched for. To search for assigned inventory items, uncheck all statuses except for the Assigned status. To search for unassigned inventory items, uncheck all statuses except for the Unassigned status. To search for surplus inventory items, uncheck all statuses except the Surplus status. To search for inventory items in transit to another inventory site, uncheck all statuses except the In Transit status. To search for inventory items waiting to be returned, uncheck all statuses except the Awaiting Return status.

To define your search criteria by inventory type provide the following information.

Inventory Type - If you want to search for inventory items of a specific inventory type, check or uncheck the Serialized or Non-Serialized check boxes as appropriate. By default, both serialized and non-serialized inventory is searched for.

To define your search criteria by cable details provide the following information.

Cable Gauge - If you want to search for cable items having a specific cable gauge, select an operator from the Cable Gauge list box and select or type a valid cable gauge from the Cable Gauge combo box. You may choose from the following operators: equal to (=), greater than (>), less than (<), greater than or equal to (>=), or less than or equal to (<=). The second Cable Gauge drop down contains a list of the cable gauges that BellSouth currently uses. If an operator is provided without

specifying a cable gauge, the attribute is ignored. If a cable gauge is provided without an operator, the operator defaults to equal to (=).

Pair Size - If you want to search for cable items having a specific pair size, select an operator from the Pair Size list box and select or type a valid pair size from the Pair Size combo box. You may choose from the following operators: equal to (=), greater than (>), less than (<), greater than or equal to (>=), or less than or equal to (<=). The second Pair Size drop down contains a list of the pair sizes that BellSouth currently uses. If an operator is provided without specifying a pair size, the attribute is ignored. If a pair size is provided without an operator, the operator defaults to equal to (=).

Fiber Count - If you want to search for cable items having a specific fiber count, select an operator from the Fiber Count list box and select or type a valid fiber count from the Fiber Count combo box. You may choose from the following operators: equal to (=), greater than (>), less than (<), greater than or equal to (>=), or less than or equal to (<=). The second Fiber Count drop down contains a list of the fiber counts that BellSouth currently uses. If an operator is provided without specifying a fiber count, the attribute is ignored- If a fiber count is provided without an operator, the operator defaults to equal to (=).

Reel Type - If you want to search for cable items stored on a specific reel type, type a valid reel type in the Reel Type combo box or select one from its drop down list. The drop down contains a list of the reel types that BellSouth currently uses.

You may further define your search criteria by providing the following information.

Job Number - If you want to search for inventory items assigned to specific job, type a job authority number in the Job Number text box; otherwise leave it blank.

Res ID - If you want to search for inventory items assigned to a specific resource id, type a resource id in the Res Id text box; otherwise leave it blank.

Quantity - If you want to search for inventory items having a specific inventory balance, select an operator from the Quantity drop down list and type a quantity in the Quantity text box; otherwise leave them both blank. For each inventory item that meets all other criteria, the sum of all statuses selected is compared to the Quantity identified to determine if the current inventory item will be displayed (e.g., If Quantity selected is >= 200 and selected status is Assigned and Unassigned, the system searches for all inventory items whose Assigned Quantity + Unassigned Quantity is >= 200). You may choose from the following operators: greater than or equal to (>=) or

less than or equal to (<=). If an operator is provided without specifying a quantity, the attribute is ignored. If a quantity is provided without an operator, the operator defaults to greater than or equal to (>=).

Age - If you want to search for inventory items of a specific age (in days), select an operator from the Age drop down list and type an age in the Age text box; otherwise leave both blank. You may choose from the following operators: greater than or equal to (>=) or less than or equal to (<=). If an operator is provided without specifying an age, the attribute is ignored. If an age is provided without an operator, the operator defaults to greater than or equal to (>=).

To customize the sort order of the inventory scan, press the SORT BY button located on the INVENTORY SCAN SEARCH CRITERIA dialog. The SORT INVENTORY dialog as shown in Fig. 50 is displayed.

This dialog allows you to customize the sort order of the inventory scan. You may sort on a maximum of four (4) fields. Upon display of this dialog, the last saved sort order is displayed in the Sort Order list and a list of fields on which the inventory scan may be sorted, but not currently in the sort order, are listed in the Sortable Fields list. You may use the sort last saved, define a new sort, or use the default sort.

The available sort fields are as follows:

Inventory Site -inventory items will be sorted in alphanumeric order by responsible inventory site;

Material Description -inventory items will be sorted in alphanumeric order by material description;

MIC - inventory items will be sorted in alphanumeric order by material item code;

Res ID - inventory items will be sorted in alphanumeric order by resource id;

Age - inventory items will be sorted in descending numerical sequence by age (oldest inventory items are shown first);

Status - assigned inventory items will be sorted first, unassigned inventory items second, surplus inventory items third, in transit inventory items fourth, and awaiting return inventory items fifth;

Category - inventory items will be sorted in alphanumeric order by category;

Subcategory - inventory items will be sorted in alphanumeric order by subcategory;

Reel Type - inventory items will be sorted in alphanumeric order by reel type;

Fiber Count - inventory items will be sorted in ascending numerical sequence by fiber count;

Pair Size - inventory items will be sorted in ascending numerical sequence by pair size;

Inventory Type - serialized inventory items will be sorted prior to non-serialized inventory items;

Cable Gauge - inventory items will be sorted in ascending numerical sequence by cable gauge;

Job Number - inventory items will be sorted in alphanumeric order by Job Number;

Quantity - inventory items will be sorted in ascending numerical sequence by quantity.

To use the default sort, press the LOAD DEFAULT button. The default sort order is as follows: inventory site, material description, age, and status. To go back to the saved sort, press the LOAD SAVED button.

To identify a new sort, select a field from the Sortable Fields list and press the right arrow button or double-click on the field. The selected field is moved to the Sort Order list. If there are already four fields listed in the Sort Order list, you must first move those fields you don't wish to sort on back to the list of available sort fields. To remove a field from the sort list, select a field from the Sort Order list and press the left arrow button or double-click on the field. The selected field is moved back to the Sortable Fields list. Continue moving fields back and forth until the Sort Order list contains all the fields on which you wish to sort.

The up and down arrows next to the Sort Order list are used to identify the sort order of the selected sort fields. Select a field listed in the Sort Order frame and press the up arrow to move the field up one position in the list. Press the down arrow to move the selected field down one position in the list. Continue moving fields up and down until your sort order has been obtained.

To save the sort order for future inventory scans, press the SAVE SORT button. There is no need to save the default sort as this is always available to you by pressing the LOAD DEFAULT SORT button. If you do save the default sort, you will overwrite the sort order previously saved.

To get additional help while on the SORT INVENTORY dialog, press the HELP button. To close this dialog and not modify the sort order, press the CANCEL button. To close this

dialog and modify the sort order, press the OK button.

To get additional help while on the INVENTORY SCAN SEARCH CRITERIA dialog, press the HELP button. To close this dialog without running an inventory scan, press the CANCEL button. To close this dialog and run the inventory scan, press the OK button.

The system displays an appropriate error message under the following conditions. Respond to the error message by pressing OK.

If an invalid state is provided.

If an invalid CMC is provided.

If the CMC provided is not available to be searched due to your user type and the material type you have selected to search for.

If an invalid inventory site is provided.

If the inventory site provided is not available to be searched due to your user type and the material type you have selected to search for.

If an invalid category is provided.

If an invalid subcategory is provided.

If an invalid cable gauge is provided.

If an invalid pair size is provided.

If an invalid fiber count is provided.

If an invalid reel type is provided.

If there are inventory items that meet your criteria, the INVENTORY SCAN RESULTS window shown below is displayed; otherwise the system displays an appropriate message to indicate that no inventory items were found. Respond to the message by pressing OK. (See Fig. 51).

This dialog displays the results of the inventory scan in the sort order specified. If the inventory item reported on the scan has inventory in more that one status, there is a separate row in the grid for each status. Also, if non-serialized inventory is reported on the scan, there is a separate row in the grid for each group of non-serialized items receipted on different dates or located at different physical locations.

The Records frame displays the number of inventory items shown and the total number of inventory items found.

The Found Inventory Items grid displays the following information about each of the inventory items found:

Material Description - the material description of the inventory item;

Serial Number - the serial number of the inventory item (if serialized);

Quantity - the current inventory balance of the inventory item in the status indicated;

Status - the current inventory status of the inventory item. Possible values are, "A" (assigned), "U" (unassigned), "S" (surplus), "IT" (in transit), and "AW" (awaiting return);

Inventory Site - the inventory site responsible for the inventory item;

Bin Loc - the current bin location of the inventory item;

Physical Location - a glyph here indicates that the inventory item is physically located at an alternate storage location. No glyph means that the inventory item is at the inventory site responsible for the material;

Issued? - an asterisk (*) here indicates that the inventory item has been issued;

MIC - the material item code of the inventory item;

Custom Features (abbreviated CF) - a glyph here indicates that the inventory item has custom features;

Category - the material category of the inventory item;

Subcategory - the material subcategory of the inventory items.

The Items Detail frame displays the following information about the inventory item that has the marquee:

Job Number - the job authority number to which the inventory item is assigned (if status = "A");

Resource ID - the resource id to which the inventory item is assigned (if status = "A");

Receipt Date - the date that the inventory item was receipted into inventory;

Age - the age in days of the inventory item. If the age is greater that 9999 days, asterisks (*) are displayed.

The Cable Details frame displays the following information about the inventory item that has the marquee if that inventory item is cable:

Cable Gauge - the gauge of the cable item;

Pair Size - the pair size of the inventory item (if the inventory item has a pair size);

Reel Type - the type of reel that the cable item is stored on;

Fiber Mode - the fiber mode of the cable item (if fiber cable);

Fiber Count - the fiber count of the cable item (if fiber cable).

VIEW CUSTOM FEATURES

A symbol appears in the Custom Features column (abbreviated CF) if the inventory item found has custom features. To view the custom features, double-click on the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The custom features displayed will vary with the type of inventory item.

If the inventory item selected is cable, the dialog displays the custom features associated with cable as shown below. Information includes whether or not the inventory item has pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections. (See Fig. 52).

If the inventory item selected is a capacitor, the dialog displays the custom features associated with capacitors as shown below. Information includes the microfarads and/or ohms of the capacitor. (See Fig. 53).

If the inventory item selected is a non-standard pedestal cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box. (See Fig. 54).

If the inventory item selected is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box. (See Fig. 55).

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW ALTERNATE LOCATION

A symbol appears in the Physical Location column if the inventory item is not physically

at the inventory site, but rather at an alternate location. To view the address of where the inventory item is located, double-click on this symbol or use the arrow keys to move the marquee to it and press ENTER. The PHYSICAL LOCATION dialog shown below is displayed. (See Fig. 56).

This dialog displays the location of an inventory item that is not physically located at the inventory site responsible for the material. Information includes the name under which this alternate address was saved, the contact name and phone number, company name, street address, room number, city, state, and zip.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

REFINE THE SEARCH CRITERIA FOR THE INVENTORY SCAN

To refine the search criteria used to run the inventory scan or to view the search criteria used to run the inventory scan, press the Refine Search Criteria toolbar button located on the INVENTORY SCAN RESULTS window or select "Refine Search Criteria" from the Actions menu. The INVENTORY SCAN SEARCH CRITERIA dialog shown below is displayed. (See Fig. 57).

This dialog is used to define your search criteria as described earlier in this document. It is populated with the search criteria used during the previous scan. You may change the material type, the scan site, the maximum records to show or any of the search criteria previously defined.

To change the sort order press the SORT BY button as described earlier. To run the inventory scan again, press the OK button as described earlier. If you were just viewing the search criteria used to run the scan or don't want to change the criteria, press the CANCEL button.

PRINT AN INVENTORY SCAN

To print a report, press the Printer toolbar button located on the main MATERIALS MANAGEMENT window or select "Print…" from the File menu. The PRINT dialog as shown in Fig. 58 is displayed.

This dialog allows you to print a report. The Reports grid contains a list of the available

reports. The Copies text box sets the number of copies to print and defaults to 1. You may decrease or increase this number based on your needs at the time. The Print to File check box allows you to save the report in a file instead of printing it on paper. The Printer text box displays your default printer. To change the printer, press the PRINTER button. The PRINT SETUP dialog as shown in Fig. 59 is displayed.

This is the Microsoft Windows Print Setup dialog that allows you to change your default printer.

To get help while on the PRINT dialog, press the HELP button. To close the dialog without printing, press the CANCEL button.

To print a copy of the current window as an image (aka screen print), select Print Form as Image from the Reports grid and press the OK button. An image similar to the one shown in Fig. 60 is generated.

To print an inventory scan summary report, select Summary Inventory Scan Report from the Reports grid and press the OK button. An Inventory Scan Report similar to the one shown below is generated. Data for the report is collected from the current contents of the Found Inventory Items grid on the INVENTORY SCAN RESULTS window.

MP-10310-S   INVENTORY SCAN SUMMARY   Page 1
By: Karin Olinger (yjlgrqd)
Date: 07/24/1996
Job: MA031SCN
Site:

MIC	Material Description	Serial Number	Reel Type	Quantity	Bin Loc	Inventory Site	Phys Loc	Job Number	Res ID	Status
SC10350	10B1-400/40			3		26TH				U
SC10350	10B1-400/40			1		26TH				S
SC10100	90A1-50/50			10		26TH				S
CA03900	AFAW-100	K00710963	415	150		26TH	INV			U

To print an inventory scan detail report, select Detailed Inventory Scan Report from the Reports grid and press the OK button. An Inventory Scan report similar to the one shown below is generated. Data for the report is collected from the current contents of the Found Inventory Items grid, the Item Details frame, and the Cable Details frame on the INVENTORY SCAN RESULTS window.

By: Karin Olinger (yjlgrqd)
Date: 07/24/1996
Job: MA03ISCN
Site:

MIC	Material Description	Serial Number	Reel Type	Quantity	Bin Loc	Inventory Site	Job Number	Res ID	Status
Pair Size	Cable Gauge	Fiber Count	Fiber Mode	Age		Phys Loc	Custom Features		
SC10350	10B1-400/40			3		26TH			U
400	0	0		114					
SC10350	10B1-400/40			1		26TH			S
400	0	0		114					
SC10100	90A1-50/50			10		26TH			S
50	0	0		69					
CA03900	AFAW-100	K00710963	415	150		26TH			U
100	22	0		1		INV			

If the Print to File check box is checked when you press OK, the SAVE REPORT to FILE dialog ashown in Fig. 61 is displayed.

This dialog allows you to identify where you would like to save the report. Select a drive and directory, then specify a file name for the report. Press OK to save the report in the specified file.

SATISFY MATERIAL REQUIREMENT WITH EMERGENCY MATERIAL

On occasion, a job may need to have a material requirement satisfied prior to its scheduled order date. One way of satisfying the requirement is to obtain emergency material from one of thirteen emergency warehouse sites or from an inventory site that stores emergency material.

Select a button from the toolbar located on the main MATERIALS MANAGEMENT window or select "Show a Job's Requirement's" from the Requirements menu and then select "Needed" to view the requirements for a specific job that are in a needed status. See Business Solution I Overview Document (BS1OVER.DOC) for a detailed description.

After identifying the job, the NEEDED REQUIREMENTS FOR JOB xxxx window as shown in Fig. 62 is displayed, where xxxx is the selected job number.

This window displays the selected job's needed requirements (i.e., those requirements that have not been completely satisfied). The following information is displayed for each

requirement:

Print - the job print for which the requirement is needed.

Step - the job step for which the requirement is needed.

Inv. - a glyph here indicates that the inventory site where the requirement is needed has inventory that could be used to satisfy the material requirement.

Material Description - the description of the material needed.

Quantity - the remaining quantity needed to satisfy the requirement.

Custom Features (abbreviated CF) - a glyph here indicates that custom features (e.g., inside pulling eye) are needed on the required material. Double-click this glyph to view the custom features.

RESID - the resource id responsible for the work;

Roadblocks (abbreviated RB) - a glyph here indicates that roadblocks (critical or non-critical) exist that may delay the work. Double-click this glyph to view the roadblocks.

Aggregation Code - a code indicating at what level the requirement may be aggregated. A "J" indicates that the requirement may be aggregated across the job. An "S" indicates that the requirement may be aggregated within the step. An "N" indicates that the requirement may not be aggregated.

Jeopardy (abbreviated JP) - an asterisk (*) here indicates that if the requirement is satisfied with a new order, the material may not be delivered by the on job date because the shipping interval is too long;

On Job Date - the date the material is needed on the job;

Inventory Site - the name of the inventory site responsible for procuring the material;

Work Action - the type of work for which the material is needed;

Work Environment (abbreviated WE) - the work environment for which the material is needed;

Not Orderable (abbreviated NO) - an asterisk (*) here indicates that the material needed is not orderable because the material description has been end-dated;

Assembly Code (AC) - a code indicating that the material needed is part of an assembled item;

MCF/FKF - the million conductor feet of copper cable needed or the fiber kilo feet of fiber cable needed.

To satisfy the requirement with emergency material, select a requirement from the grid and press the Inventory Scan toolbar button located on the NEEDED REQUIREMENTS window or select "Satisfy Requirements with Existing Inventory" from the Requirements menu. The system displays an error message if you select more than one requirement. Respond to the error message by pressing YES if you want the system to deselect all but the first requirement selected and continue or press NO if you don't want to continue. If a single requirement is selected or you pressed YES in response to the error message, the INVENTORY SCAN SEARCH CRITERIA dialog as shown in Fig. 63 is displayed.

This dialog allows you to define the search criteria of an inventory scan to search for inventory that could be used to satisfy a material requirement.

Provide the following information to identify the type of material to search for, the location to search, and the maximum number of inventory items to display.

Material Type - the type of material to search for. Select "Emergency" to search for emergency material.

State - type a valid state to search in the State combo box or select one from its down list. The drop down contains a list of the states that are currently responsible for emergency inventory. Emergency inventory can be stored at either a warehouse site or at a normal inventory site. If a state is not provided, you must indicate the Construction Management Center (CMC) or inventory site to search. If the state is not valid (i.e., not in the list), the system displays an appropriate error message. Respond to the message by pressing OK.

CMC - type a valid CMC to search in the CMC combo box or select one from its drop down list. The drop down contains a list of all CMCs that are currently responsible for emergency inventory or a list of all CMCs that are responsible for Emergency inventory in the specified state. If a CMC is not provided, you must indicate the state or inventory site to search. If state is provided the CMC combo box defaults to "ALL" indicating that all CMCs having responsibility for emergency material in the specified state are to be searched. If the CMC is not valid (i.e., not in the list), the system displays an appropriate error message. Respond to the message by pressing OK.

Inventory Site - type a valid inventory site to search in the Inventory Site combo box or

select one from its drop down box. The drop down contains a list of the inventory sites and warehouse sites that are currently responsible for emergency inventory or a list of all inventory sites and warehouse sites that are responsible for emergency inventory in the specified state. If an inventory site is not provided, you must indicate the state or CMC to search. If the state or CMC is provided, the Inventory Site combo box defaults to "ALL" indicating that all inventory sites and warehouse sites having responsibility for emergency material in the specified state or CMC are to be searched.

Max Records to Show - this limits the number of inventory items returned by the search and defaults to the maximum number of records last requested (If you are using this dialog for the first time, the default is 25). You may either decrease or increase this number in increments of 5 based on your needs at the time. The maximum number of records that may be displayed is 999.

At least one criteria must be specified before an inventory scan may be initiated. Three list boxes and one combo box are available to help you build the search criteria:

an Attribute list box,

an Operator list box;

a Value combo box, and

a Conjunction list box.

Each list box or combo box has a dropdown list containing items from which to choose and the selected item affects the choices available in subsequent dropdown lists. A description of each list box or combo box, its values, and its default value follows.

The first list box allows you to choose the attribute on which you would like to search. Available items in the dropdown list are:

Material Description

Category

Subcategory

Cable Gauge

Pair Size

Fiber Count

Choose "Material Description" if you want to search for inventory items having the same material description as the requirement that you are trying to satisfy. When you choose the Description attribute, the only item in the dropdown list of the Operator list box is the "=" and the only item in the dropdown list of the Value combo box is the material description of the selected requirement. If the Description attribute is chosen as part of the search criteria, no other criteria is allowed. The description attribute is the default value of the Attribute box.

Choose "Category" if you want to search for inventory items of the same material category as the requirement that you are trying to satisfy. When you choose the Category attribute, the only item in the dropdown list of the Operator box is "=" and the only item in the dropdown list of the Value combo box is the material category of the selected requirement.

Choose "Subcategory" if you want to search for inventory items of the same or of a different subcategory than the subcategory of the requirement that you are trying to satisfy. However, the subcategory must be in the same category as the selected requirement. When you choose the Subcategory attribute, the only item in the dropdown list of the Operator list box is "=" and the dropdown list of the Value combo box lists the valid subcategories on the same category as the selected requirement.

Choose "Cable Gauge" if you want to search for inventory items having a cable gauge greater than or equal to the cable gauge of the requirement that you are trying to satisfy. This choice is only available if the selected requirement is for copper cable or a stub. When you choose the Cable Gauge attribute, the items in the dropdown list of the Operator list box are "=" and ">=" and the items in the dropdown box list of the Value combo box are 19, 22, 24, and 26.

Choose "Pair Size" if you want to search for inventory items having a pair size greater than or equal to the pair size of the requirement that you are trying to satisfy. This choice is only available of the requirement is for copper cable, a stub, or a terminal. When you choose the Pair Size attribute, the items in the dropdown list of the Operator list box are "=" and ">=" and the items in the dropdown list of the Value combo box are the pair sized that BellSouth currently uses.

Choose "Fiber Count" if you want to search for inventory items having a fiber count greater than or equal to the fiber count of the requirement that you are trying to satisfy. This choice is only available of the requirement is for fiber cable. When you choose the Fiber Count

attribute, the items in the dropdown list of the Operator list box are "=" and ">=" and the items in the dropdown list of the Value combo box are the fiber counts that BellSouth currently uses.

To build your search criteria, choose values from the dropdown lists and press the ADD button. As the criteria are built, they are displayed in the Current Search Criteria list box. To add additional criteria, select "AND" or "OR" from the Conjunction list box, specify your next criteria and press the ADD button. To group criteria, select "AND" or "OR" from the Conjunction list box and press the ADD button. The conjunction appears on a line by itself. The criteria above the conjunction are grouped together and the criteria below the conjunction are grouped together. For example, the criteria (Subcategory = 'SS-AIR-CORE' AND Pair Size = 150) OR (SubCategory = 'DUCT PIC' AND Pair Size = 300) should be represented as:

Subcategory = SS-AIR-CORE

AND Pair Size = 150

OR

Subcategory = DUCT PIC

AND Pair Size = 300

To change the search criteria, select a line from the Current Search Criteria list box. The selected criteria are populated in the corresponding list boxes and the ADD button is changed to an UPDATE button. Make the necessary changes in the list boxes and press the UPDATE button. You can discard any changes by simply selecting another line in the Current Search Criteria text box before pressing the UPDATE button. After making the update, the cursor moves to the next empty row in the Current Search Criteria list box and the UPDATE button reverts back to an ADD button. Continue adding criteria or select another one to update. You may delete criteria by selecting a line from the Current Search Criteria list box and pressing the DELETE button.

To get help while on this dialog, press the HELP button. To close this dialog without initiating an inventory scan, press the CANCEL button. To close this dialog and initiate an inventory scan, press the OK button.

The Inventory Scan searches for emergency inventory items that meet the specified criteria and if the requirement is for cable, has an inventory balance greater than or equal to the

quantity needed or if the requirement is for non-cable, has an inventory balance greater than zero.

When the scan completes, the INVENTORY SCAN RESULTS window as shown in Fig. 64 is displayed.

This window displays the results of the inventory scan from which you may make assignments or transfer requests to satisfy a material requirement. The Requirements grid displays the material requirement selected from the MATERIAL REQUIREMENTS window followed by other requirements from that window which have the same material description and are needed in the same inventory site as the selected requirement.

The Found Inventory Items grid displays the following information about each of the emergency inventory items found:

Material Description - the material description of the inventory item.

Serial Number - the serial number of the inventory item (if serialized).

Quantity - the current Inventory balance of the inventory item in the status indicated.

Status - the current inventory status of the inventory item. For an emergency inventory item, this is always "unassigned."

Custom Features (abbreviated CF) - a glyph here indicates that the inventory item has custom features. Double-click the glyph or uses the arrow keys to move the marquee to it and press ENTER to view the custom features.

Job - the job authority to which the inventory item is assigned. Since emergency material is unassigned inventory, this column is always blank.

Inventory Site - the name of the inventory site or warehouse site responsible for the inventory item.

Physical Location - a glyph here indicates that the inventory item is physically located at an alternate address. Double-click the glyph or use the arrow keys to move the marquee to it and press ENTER to view the address.

Age -the age of the inventory item in days. If the age of the inventory item is greater than 9999 days, asterisks (*) will appear in this field.

Emergency inventory items found in the inventory site where the requirement is needed

appear first in the list sorted first by material description and then by age (oldest first). These are followed by the inventory items found in another inventory site or warehouse site sorted first by material description and then by age (oldest first).

The Records frame displays the number of inventory items shown and the total number of inventory items found, the Scan Site frame displays the location that was searched, and the Search Criteria frame displays the search criteria that was used during the inventory scan.

ASSIGN AN INVENTORY ITEM

Inventory found in an inventory site where the requirement is needed may be assigned immediately to the requirement. Select an inventory item that you wish to assign and select the requirement to which you would like to make the assignment. You may make one assignment at a time. Type any remarks in the Remarks text box that you wish to have recorded with the Assignment transaction.

To satisfy the selected requirement with an assignment, press the Assignment toolbar button located on the INVENTORY SCAN RESULTS window or select "Assign Item to Requirement" from the Actions menu. The system displays an error message if you try to assign an inventory item located in a different inventory site from where the requirement is needed, if you try to assign inventory item to a requirement whose needed quantity is zero, or if you try to assign an inventory item whose balance is zero.

The inventory item selected is assigned to the requirement selected to be satisfied. Only the quantity needed is assigned; any remaining quantity stays in its original status. If assigning an inventory item that has an outstanding transfer request, the system automatically rejects the associated transfer request and puts the requirement for which the request was made back in a "needed" status. This is an inventory item that has been requested by another inventory site. If the material is Central Office Equipment, form 8010 is printed (see Attachment 1) to move the material from the 1220.1412 (Material Held for Future Use) account to the Field Reporting Code (FRC) and Geographic Location Code (GLC) of the requirement to which it is assigned.

As assignments are made on the Inventory Scan Results window, the needed quantity in the Requirements grid is decreased by the quantity assigned. When a requirement is completely satisfied (needed quantity drops to zero), a check mark appears beside the requirement. Likewise, as inventory items are used to satisfy requirements, the inventory balance in the

Found Inventory Items grid decreases by the quantity assigned. Once an inventory item is completely depleted (balance drops to zero), the inventory item can no longer be assigned. NOTE: The inventory balance does not actually decrease, it just changes status. The decrease is shown to visually indicate that the inventory item has been set aside for a particular job.

REQUEST A TRANSFER OF AN INVENTORY ITEM

Inventory found in an inventory site other than where the requirement is needed or found at a warehouse site must first be transferred to the inventory site where it is needed. Select the inventory item that you wish to have transferred and select the requirement to which you would like the inventory assigned once the material has been transferred and received. Type in any remark in the Remarks text box that you wish to have recorded with the transfer request.

To satisfy the selected requirement with a transfer request, press the Transfer Request toolbar button located on the INVENTORY SCAN RESULTS window or select "Request Transfer" from the Actions menu. The system displays an error message if you request a transfer of an inventory item located in the same inventory site where the requirement is needed, if you request a transfer of an inventory item whose balance is zero, or if you request a transfer of an inventory item that is already requested for the selected requirement.

A transfer request for the material is created and the requirement that will be satisfied via the transfer is put into a "transfer requested" status. No further action is required of the requestor until it is time to receipt the material. The transfer is approved or rejected by the inventory site or warehouse site to which the request is made. See the overview document for Business Solution II (BS2OVER.DOC) for details on how to approve or reject a transfer request and how to receipt transferred material.

As transfer requests are made, the needed quantity in the Requirements grid is decreased by the quantity requested to be transferred. When a requirement is completely satisfied (needed quantity drops to zero), a check mark appears beside the requirement. Likewise, as inventory items are used to satisfy requirements, the inventory balance in the Found Inventory Items grid decreases by the quantity requested to be transferred. Once an inventory item is completely depleted (balance drops to zero), the inventory item can no longer be requested to be transferred. NOTE: The inventory balance does not actually decrease, it just changes status. The decrease is

shown to visually indicate that the inventory item has been set aside for a particular job.

To close the INVENTORY SCAN RESULTS window, double-click the control box located in the upper left-hand corner of the window.

SPLIT A REEL OF CABLE

Splitting a reel means that you are taking cable off one reel and putting it on a new reel or hand coil.

First, display the INVENTORY ITEMS T xxxx window, where xxxx is the selected inventory site a previously discussed in the third section of this document. The INVENTORY ITEMS window as shown in Fig. 65.

To split a reel, select an inventory item and press the Split Reel toolbar button located on the INVENTORY ITEMS window or select "Split a Reel" from the Actions menu. The SPLIT A REEL dialog shown on the following page is displayed. This function is available if the following conditions are met:

You have security access to update inventory in this inventory site.

You are a Materials Management Manager or a Materials Management Clerical user.

The selected inventory item is cable.

The selected inventory has not been issued (at site balance =0).

The selected inventory item does not have an awaiting return or in transit balance.

The selected inventory item does not have custom features. (See Fig. 66).

This dialog allows you to split a reel of cable. The following information is displayed about the selected reel:

Inventory Site - the name of the inventory site responsible for the reel.

Material Description - the description of the material on the reel.

The From frame displays the following information about the reel from which the cable is to be split:

Serial Number - the serial number of the reel.

Assigned - the current assigned balance on the reel.

Unassigned - the current unassigned balance on the reel.

Surplus - the current surplus balance on the reel.

To split the selected reel, provide the following information:

Serial Number - the serial number to split the material to. Type the serial number of the new reel in the Serial Number text box located in the To frame or leave this field blank and enter "HC" (hand coil) in the Reel Type combo box to have the system generate a serial number. The format of a system generated serial number is the first four non-blank characters of the inventory site to which you are adding the inventory item plus a 1 character month (represented as A-L, where "A" represents January and "L" represents December) plus a 1 character hour (represented as A-X, where "A" represents hour 0 (midnight) and "X" represents hour 23) plus a 2 character minute plus a 2 character second. For example, ROMMAN2023 would mean that the serial number was created in an inventory site called ROMM in January at 1:20:32 PM. If the generated serial number already exists, the system increases the value by 1 until it generates a unique serial number.

Reel Type - the reel type of the serial number to split the material to. Type a valid reel type in the Reel Type text box located in the To frame or select one from its drop-down list. If the serial number is not provided and the reel type is "HC", the system will generate a serial number. If the reel is not valid (i.e., not in the list), the system displays an appropriate error message when you leave this field. Respond to the message by pressing OK.

Take from Assigned - the quantity to split from the assigned inventory balance. You cannot type directly in this text box because you must first indicate which assignments you want to move to the new reel. To split from the assigned balance, press the Move Assignments button. The MOVE ASSIGNMENTS dialog shown in Fig. 67 is displayed. If the selected inventory item does not have an assigned balance, the Move Assignments button is not displayed.

This dialog allows you to move the selected assignments from the current reel to a new reel. The description of the material is displayed in the Material Description text box above the grid and the following information is displayed about each requirement to which the reel is assigned.

Job - the job to which the reel is assigned.

Print - the job print to which the reel is assigned.

Step - the job step to which the reel is assigned.

Quantity Assigned - the quantity on the reel that is assigned to this requirement.

Work Environment (abbreviated WE) - the work environment for which the material is needed.

Work Action - the type of work for which the material is needed.

On Job Date - the date the material is needed on the job.

Issue Date - the date the reel was issued. Since you cannot split an issued reel of cable, this column is always blank.

To get additional help while on the MOVE ASSIGNMENTS dialog, press the HELP button. To close this dialog without moving assignments, press the CANCEL button. To close this dialog and indicate the assignments to move, select the requirements that you want to assign to the new reel and press the OK button. The assignments will not actually be released until the OK button is pressed on the SPLIT A REEL window. If no requirements are selected, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the system populates the quantity to split in the Take from Assigned text box on the SPLIT A REEL window and the quantity in the Total Quantity text box increases by the same amount.

Take from Unassigned - the quantity to split from the unassigned inventory balance. Type the quantity that you want to split from the unassigned balance in the Take from Unassigned box. There is no default. The quantity entered cannot be greater than the current unassigned balance, but must be greater than zero. The quantity in the Total Quantity text box increases by the quantity entered. If the selected inventory item does not have an unassigned balance, you cannot split from the unassigned balance (i.e., the Take from Unassigned text box is disabled).

Take from Surplus - the quantity to split from the surplus inventory balance. Type the quantity that you want to split from the surplus balance in the Take from Surplus text box. There is no default. The quantity entered cannot be greater than the current surplus balance, but must be greater than zero. The quantity in the Total Quantity text box increases by the quantity entered. If the selected inventory item does not have a surplus balance, you cannot split from the surplus balance (i.e., the Take from Surplus text box is disabled).

Remarks - type in any remarks in the Remarks text box that you wish to have recorded with the Split a Reel Transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without splitting the reel, press the CANCEL button. To close this dialog and split the reel, press the OK button. The system displays an appropriate message if any of the following conditions occur:

If the total quantity to be split is equal to zero, the system displays an appropriate error message. Respond to the message by pressing OK.

If the quantity in the Take From Unassigned text box is greater than the current unassigned balance or if the quantity in the Take From Surplus text box is greater then the current surplus balance, the system displays an appropriate error message. Respond to the message by pressing OK.

If you entered a serial number, the system checks to see if that serial number already exists in this Construction Management Center (CMC). If it does, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system creates a new inventory item using the serial number you provided or, if the serial number was left blank and "HC" was provided as the reel type, the system creates a new inventory item using a system generated serial number, and records a Split a Reel material inventory transaction as follows: Multiple transactions are created if you split from more than one status.

If you are splitting unassigned inventory, the system decreases the unassigned balance on the old reel, creates an unassigned balance on the new reel for the quantity split, and records a Split a Reel material inventory transaction from the unassigned status to an unassigned status. If you split the entire inventory balance of the old reel to a new reel, the old reel is deleted from the system.

If you are splitting surplus inventory, the system decreases the surplus balance on the old reel, creates an unassigned balance on the new reel for the quantity split, and records a Split a Reel material inventory transaction from the surplus status to the unassigned status. If you split the entire inventory balance of the old reel to a new reel, the old reel is deleted from the system.

If you are splitting assigned inventory, the system transfers the assignment of the selected requirements from the old reel to the new reel. As a result of splitting assigned material, the system records a Split a Reel material inventory transaction from the assigned status to the assigned status. If you split the entire inventory balance of the old reel to a new reel, the old reel is deleted from the system.

The Split a Reel transaction is marked as not to be sent to Asset Management.

If the reel was split successfully, the system displays an appropriate message. The message provides the serial number added (if generated by the system). The inventory balances of the old reel shown on the INVENTORY ITEMS window are updated to reflect the results of the Split A Reel transaction and the new reel is displayed in the grid. The Last Transaction Number text box is updated to reflect the number of the last Split A Reel transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

TRANSFER AND INVENTORY ITEM

Transferring an inventory item allows you to move an inventory item from one inventory site to another in emergency situations when no formal transfer request has been made.

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window as shown in Fig. 68 is displayed.

To transfer an inventory item, select an inventory item from the grid and press the Transfer toolbar button located on the INVENTORY ITEMS window or select "Transfer..." from the Actions menu. The TRANSFER INVENTORY ITEM dialog as shown in Fig. 69 is displayed. This function is available if the following conditions are met:

You have security access to update inventory in this inventory site.

You are a Materials Management Manager, Materials Management Clerical, or a Materials Management Warehouse user.

The selected inventory item has an assigned, unassigned, or surplus inventory balance.

The selected inventory item's entire on hand balance has not been issued.

This dialog allows you to transfer the selected inventory item to another inventory site. The following information is displayed about the selected inventory item:

Material Description - the description of the inventory item.

Serial Number - the serial number of the inventory item (if serialized).

The From frame displays the following information about the inventory item in the current inventory site:

Inventory Site - the inventory site currently responsible for the inventory item.

Assigned Quantity - the current assigned balance of the inventory item.

Unassigned Quantity - the current unassigned balance of the inventory item.

Surplus Quantity - the current surplus balance of the inventory item.

To transfer the selected inventory item, provide the following information:

Inventory Site - the inventory site to which you want to transfer the inventory item. Type a valid inventory site in the Inventory Site combo box in the To frame or select one from its drop-down list. The drop-down contains a list of all inventory sites, excluding warehouse sites and Refurbished Central Office Equipment (RCOE) sites. If the inventory site is not valid (i.e., not in the list), the system displays an appropriate error message when you leave this field. Respond to the message by pressing OK.

Take from Assigned - the quantity to transfer from the assigned inventory balance. If transferring serialized material with an assigned balance, this field defaults to the assigned quantity and cannot be changed. If transferring non-serialized material, you cannot type directly in this text box because you must first choose the requirements from which the inventory item should be unassigned prior to transferring it. To release assignments, press the Release Assignment button. The RELEASE ASSIGNMENTS dialog as shown in Fig. 70 is displayed. If the selected inventory item does not have an assigned balance or if the inventory item is serialized, the Release Assignments button is not displayed. If the inventory item is serialized, the system will automatically release all assignments to that serial number upon transfer.

This dialog allows you to release the assignments of the selected inventory item.

The description of the material is displayed in the Material Description text box and the Release Quantity text box is initially set to zero. The following information is displayed about each requirement to which the inventory item is assigned:

Job - the job authority to which the inventory item is assigned.

Print - the job print to which the inventory item is assigned.

Step - the job step to which the inventory item is assigned.

Quantity Assigned - the quantity of the inventory item that is assigned to this requirement.

Work Environment (abbreviated WE) - the work environment for which the material is needed.

Work Action - the type of work for which the material is needed.

On Job Date - the date the material is needed on the job.

Issue Date - the date this inventory item was issued for use on this requirement. If the inventory item has not been issued, this column is blank. If the inventory item has been issued, it cannot be unassigned and therefor cannot be transferred.

To release assignments, select the requirements from which you wish to have the inventory item unassigned. The value in the Release Quantity text box increases by the quantity assigned to the selected requirements. Type any remarks in the Remarks text box that you wish to have recorded with the Unassignment transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without releasing assignments, press the CANCEL button. To close this dialog and indicate the assignments to release, press the OK button. The assignments will not actually be released until the OK button is pressed on the TRANSFER INVENTORY ITEM window. The system displays an appropriate message if the following conditions occur:

If no requirements are selected, an error message is displayed. Respond to the message by pressing OK.

If the inventory item has been issued for a selected requirement, the system displays an appropriate message. Respond to the message by pressing OK.

If multiple requirements have been selected and the inventory item has been issued for at least one of them, the system displays an appropriate message. If you want the system to

deselect those requirements for which the inventory item has been issued and release the remaining assignments, respond to the message by pressing YES. If you don't want to release the remaining assignments, respond to the message by pressing NO.

If no errors are found, the system populates the quantity to transfer in the Take from Assigned text box on the TRANSFER INVENTORY ITEM window and the quantity in the Total Quantity text box increases by the same amount.

Take from Unassigned - the quantity to transfer from the unassigned balance, this field defaults to the unassigned quantity and cannot be changed. If transferring non-serialized material, type the quantity that you want to transfer from the unassigned balance in the Take from Unassigned text box in the To frame. The quantity entered cannot be greater that the current unassigned balance, but must be greater than zero. The quantity in the Total Quantity text box increases by the quantity entered. If the selected inventory item does not have an unassigned balance, you cannot transfer from the unassigned balance (i.e., the Take from Unassigned text box is disabled).

Take from Surplus - the quantity to transfer from the surplus inventory balance. If transferring serialized material with a unassigned balance, this field defaults to the unassigned quantity that you want to transfer from the surplus balance on the Take from Surplus text box in the To frame. The quantity entered cannot be greater than the current surplus balance, but must be greater than zero. The quantity in the Total Quantity text box increases by the quantity entered. If the selected inventory item does not have a surplus balance, you cannot transfer from the surplus balance (i.e., the Take from Surplus text box is disabled).

Remarks - type in any remarks in the Remarks text box that you wish to have recorded with the Transfer transaction.

To get additional help while on the TRANSFER INVENTORY ITEM dialog, press the HELP button. To close with dialog without transferring the inventory item, press the CANCEL button. To close this dialog and transfer the inventory item, press the OK button. The system displays an appropriate message if any of the following conditions occur:

If the total quantity to be transferred is equal to zero, the system displays an appropriate error message. Respond to the message by pressing OK.

If the quantity in the Take From Unassigned text box is greater than the current unassigned balance or if the quantity in the Take From Surplus text box is greater than the current surplus balance, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system creates a transfer request setting the transferred date equal to the current date and records a Transfer material inventory transaction as follows: Multiple transfer requests and multiple transactions are created if transferring non-serialized material from more than one status.

If you are transferring unassigned inventory, the system decreases the unassigned balance of the inventory item, increases the in-transit balance of the inventory item, and records a Transfer material inventory transaction from the unassigned status to the in-transit status. A transfer request is created so that the inventory site to which the material is transferred will be able to receipt the material into its inventory and take responsibility for it.

If you are transferring surplus material, the system decreases the surplus balance of the inventory item, increases the in-transit balance of the inventory item, and records a Transfer material inventory transaction from the surplus status to the in-transit status.

If you are transferring assigned material, the system first unassigned the inventory item and then transfers it as follows:

The inventory item is unassigned from each selected requirement, or if serialized, unassigned from each requirement to which it is currently assigned.

The inventory item's assigned balance is decreased, its unassigned balance is increased, and an Unassignment material inventory transaction is recorded.

The remaining needed quantity on each requirement from which the inventory item was unassigned is recalculated, and, if greater than zero, the requirement is put back in a "needed" status.

A Transfer material inventory transaction is recorded from the unassigned status to the in-transit status.

If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

The Transfer transaction is marked as not to be sent to Asset Management.

If you released an assignment of Central Office Equipment, form RF-8010 is printed to move the material from the Field Reporting Code (FRC) and Geographic Location Code (GLC) of the requirement to which it was previously assigned to the 1220.1412 (Material Held for Future Use) account (See attachment 1).

If transferring Central Office Equipment, form RF-8010 is printed to move the material from the 1220-1412 account in the "from" inventory site to the 1220-1412 account in the "to" inventory site (see attachment 2).

If transferring material other than Central Office Equipment, form RF-6241-M is printed (see attachment 3).

The RF-8010 and RF-6241-M forms should serve as the packing slip when shipping the material to the "to" inventory site.

The inventory item was transferred successfully, the system displays an appropriate message. The inventory balances displayed on the INVENTORY ITEMS window are updated to reflect the results of the Transfer transaction. The Last Transaction Number text box is updated to reflect the number of the Transfer Transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

Attachment 1

The following information is printed on the RF-8010 form when unassigning Central Office Equipment:

Transfer Report No - the state responsible for the inventory item followed by the OSPCM Material Inventory Transaction Number (e.g., KY1184).

Purpose of Transfer - this field always equals "Adj. Accounts."

Ship/Transfer From (credit) –

> **Location** - the inventory site responsible for the inventory item.

> **State** - the state responsible for the inventory item.

> **Geo. Loc.** - the exception geographic location code of the substep to which the inventory item was assigned.

Auth. No. - the job number to which the inventory item was assigned. **RCO** - the responsibility code of the inventory site responsible for the inventory item.

RCC - the responsibility code of the inventory site responsible for the inventory item.

Field Code - the field reporting code (FRC) of the substep to which the inventory item was assigned (i.e., 257C).

Vendor Order Number - the purchase order or select ticket on which the inventory item was shipped.

Ship/Transfer To (debit) –

Location - the inventory site responsible for the inventory item.

State - the state responsible for the inventory item.

Geo. Loc. - the geographic location code of the inventory site responsible for the inventory item.

RCO - the responsibility code of the inventory site responsible for the inventory item.

RCC - the responsibility code of the inventory site responsible for the inventory item.

Func. Code - the function code of the Material Held for Future Use account. This field is always equal to "5C5T."

Transportation Instructions –

Field Code - this field defaults to 6 blanks followed by an "M." Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.

Engineering Contact -

Engineer - the name of the user's supervisor. The "user" is the person who unassigned the inventory item.

Prepared By - the name of the person who unassigned the inventory item. The user's Common UserID (CUID) is used to obtain his/her name.

Date - the date the inventory item was unassigned. This field is always equal to the current date.

Remarks - remarks entered at the time the inventory item was unassigned.

Equipment Description - the description of the inventory item unassigned. If the material is serialized, its serial number will be printed following the material description.

Cond. - the condition of the material. This field always equals "G" (good).

Qty. - the quantity of the material unassigned.

Per. - this field always equals "EA" (each).

Yr. Pl. - the year the inventory item was receipted into inventory.

Attachment 2

The following information is printed on the RF-8010 form when transferring Central Office Equipment:

Transfer Report No. - the state from which the inventory item was transferred followed by the OSPCM Material Inventory Transaction Number (e.g., KY11184).

Purpose of Transfer - this field always equals "Adj. Accounts."

Ship/Transfer From (credit):

    Location - the inventory site from which the inventory item was transferred.

    State - the state from which the inventory item was transferred.

    Geo. Loc. - the geographic location code of the inventory site from which the inventory item was transferred.

    RCO - the responsibility code of the inventory site from which the inventory item was transferred.

    RCC - the responsibility code of the inventory site from which the inventory item was transferred.

    Func. Code - the function code of the Material Held for Future Use account. This field is always equal to "5C5T."

Ship/Transfer To (debit) –

    Location - the inventory site to which the inventory item was transferred.

    State - the state to which the inventory item was transferred.

    Geo. Loc. - the geographic location code of the inventory site to which the inventory item was transferred.

    RCO - the responsibility code of the inventory site to which the inventory item was transferred.

RCC - the responsibility code of the inventory site to which the inventory item was transferred.

Func. Code - the function code of the Material Held for Future Use account. This field is always equal to "5C5T."

Transport Instructions –

Field Code - this field defaults to 6 blanks followed by an "M." Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.

Engineering Contact -

Engineer - the name of the user's supervisor. The "user" is the person who transferred the inventory item.

Prepared By - the name of the person who transferred the inventory item. The user's Common UserID (CUID) is used to obtain his/her name.

Date - the date the inventory item was transferred. This field is always equal to the current date.

Remarks - remarks entered at the time the inventory item was transferred.

Equipment Description - the description of the inventory item transferred. If the material is serialized, its serial number will be printed following the material description.

Cond. - the condition of the material. This field always equals "G".

Qty. - the quantity of the material transferred.

Per. - this field equals "EA" if non-cable is transferred or equals "FT" if cable is transferred.

Yr. Pl. - the year the inventory item was receipted into inventory.

Attachment 3

The following information is printed on the RF-6241-M form when transferring non-Central Office Equipment:

Shipped To:

Name - the name of the person responsible for the inventory site from which the inventory item was transferred.

Tel. No. - the telephone number of the person responsible for the inventory site from which the inventory item was transferred.

Geoloc - the geographic location code of the inventory site from which the inventory item was transferred.

Street Address - the street address of the inventory site from which the inventory item was transferred.

City & State - the city and state of the inventory site from which the inventory item was transferred.

Shipped From:

Name - the name of the person responsible for the inventory site to which the inventory item was transferred.

Tel. No. - the telephone number of the person responsible for the inventory site to which the inventory item was transferred.

Geoloc - the geographic location code of the inventory site to which the inventory item was transferred.

Street Address - the street address of the inventory site to which the inventory item was transferred.

City & State - the city and state of the inventory site to which the inventory item was transferred.

Description - the material description of the inventory item transferred.

Serial Number - the serial number of the inventory item transferred (if serialized).

Quantity - the quantity of material transferred.

VIEW A JOB'S MATERIAL REQUIREMENTS

To view all of an approved job's material requirements, regardless of the material status, press the Show All Requirements for a Job toolbar button located on the Materials Management application window or select "Show ALL of a Job's Requirements" from the Requirements menu. The SHOW A JOB'S REQUIREMENTS dialog as shown in Fig. 71 is displayed. This function is available at all times to a Materials Management Manager or a Materials Management Clerical user. If a Core Staff user requires access to Materials Management, they must be given an additional user type of "Materials Management Manager".

This dialog allows you to select the scope for which material requirements should be displayed. To display requirements, you must provide the following information:

CMC - type a valid Construction Management Center (CMC) name in the CMC combo box or select one from its drop-down list. The drop-down contains a list of all CMCs in the BellSouth region. This field defaults to the CMC you selected as your default CMC on the PREFERENCES window or the last CMC used during this session. If a CMC is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Job - type the job number whose requirements you wish to view in the Job Number text box.

Optionally, you may select the Filter Requirements By check box to display only certain requirements within the selected job. Select one of the following choices:

Print - to display only requirements for a specific print within the job, select or type a print number in the Print combo box which contains a list of valid prints for the selected job.

Step - to display only requirements for a specific step within the job, select or type a print number in the Print combo box, then select or type a step number in the Step combo box which contains a list of valid steps for the selected print.

Resource ID - to display only requirements that are assigned to a specific resource ID within the job, type a resource ID in the Resource ID text box.

To get help while on this dialog, press the HELP button. If you don't know the job number or only know part of it, you may leave the Job Number text box empty or type a partial job number using as asterisk (*) to search for job numbers starting and/or ending with the portion you provided. For example, 45L8 searches for job numbers starting with "45L"; 100 searches for job numbers ending in "'100"; 45*00 searches for job numbers starting with "45" and ending in "00." To run the search, press the SEARCH button. The SEARCH FOR A JOB dialog as shown in Fig. 72 is displayed.

This dialog allows you to view a list of all the job numbers for the identified scope. To Run the search, press the UPDATE LIST button. The system displays an appropriate message under the following conditions:

If no jobs were found that had material requirements for the selected CMC, job, and/or resource ID, an informative message is displayed. Respond to the message by pressing OK.

If an invalid resource ID is entered, an error message is displayed. Respond to the message by pressing OK.

To change the scope from the SEARCH FOR A JOB dialog, provide the following information:

CMC - select or type a new CMC name in the CMC combo box, which contains a list of all CMCs in the BellSouth region. This field is required and defaults to the CMC selected on the SHOW A JOB'S REQUIREMENTS dialog. If a CMC is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Job Number - type a new job number in the Job text box. You may type an entire job number to display a particular job number or you may type a partial job number using an asterisk (*) to view job numbers starting and/or ending with the portion you provided. This field defaults to the job number entered on the SHOW A JOB'S REQUIREMENTS dialog if one was entered.

Resource ID - to view a list of jobs for a particular resource ID, type a resource ID in the Resource ID text box. This field defaults to the Resource ID entered on the SHOW A JOB'S REQUIREMENTS dialog if one was entered.

To get help while on this dialog, press the HELP button. To close the dialog without running a search or selecting a job number, press the CANCEL button. To work with a particular job, select it and press the OK button or double-click it. The job number selected is copied to the Job Number text box on the SHOW A JOB'S REQUIREMENTS dialog and Resource ID is also populated if it was used as part of the search criteria. You may now filter the requirements to be displayed by print, step, or resource ID as described earlier.

To display the specified requirements, press the OK button. The system displays an appropriate message under the following conditions:

If the job number does not exist in the CMC specified or has not been approved, an error message is displayed. Respond to the message by pressing OK.

If no material requirements were found for the selected CMC, job, print, step, and/or resource ID, an informative message is displayed. Respond to the message by pressing OK.

If the Filter Requirements By check box is selected and an invalid resource ID is entered, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the REQUIREMENTS FOR JOB xxxx window as shown in Fig. 73 is displayed, where xxxx is the selected job number.

This window allows you to monitor the status of the material needed to work a job. The Active Filters frame displays the filters used to display the job and the grid displays all the substeps for that job that has a material requirement. A substep has a material requirement if it has a material status other than "unnecessary". The Current Row's Issue Status frame displays information to indicate whether or not you may issue the material assigned to the substep. Valid values are as follows:

Material REMAINS to be issued

ALL material has been issued

The requirement has no assignments

Disbursed-no assignments

The following information is displayed about each material requirement:

Print - the job print for which the requirement is needed.

Step - the job step for which the requirement is needed.

Material Description - the description of the material needed.

Serial Number - the serial number of the inventory item assigned to satisfy the requirement. If there are multiple serial numbers assigned to satisfy the requirement, a glyph appears here instead of a serial number. To view the assigned serial numbers, double-click the glyph or move the marquee to it a press ENTER.

Quantity - the quantity material required to do the work.

Material Status - the material status of the requirement. Values are as follows:

"Needed" - the requirement is still needed and has not yet been satisfied;

"**Ordered**" - the requirement was satisfied with a new order;

"**Shipped**" - the requirement was satisfied with a new order and the material has been shipped;

"**Transfer Req.**" - the requirement was satisfied with a transfer request;

"**Transferred**" - the requirement was satisfied with a transfer request and the material has been transferred;

"**Received**" - the requirement was satisfied and the material has been assigned;

"**Disbursed**" - the material for this requirement has been placed in service.

Custom Features (abbreviated CF) - a glyph here indicates that custom features (e.g., inside pulling eye) are needed on the required material.

RESID - the resource ID responsible for the work.

Roadblocks (abbreviated RB) - a glyph here indicates that roadblocks (critical or non-critical) exist that may delay the work.

On Job Date - the date that the material is needed on the job.

Inventory Site - the name of the inventory site responsible for procuring the material.

Work Action - the type of work for which the material is needed.

Work Environment (abbreviated WE) - the work environment for which the material is needed.

Substituted Item - an asterisk (*) here indicates that the material assigned to the substep differs from the required material encoded by the engineer.

VIEW CUSTOM FEATURES

A symbol appears in the Custom Features column (abbreviated CF) if the requirement needs custom material features. To view the custom features, double-click on the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The custom features displayed will vary with the type of material needed.

If the requirement is for cable, the dialog displays the custom features associated with cable as shown in Fig. 74. Information includes whether or not the requirement needs pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections.

If the requirement is for a capacitor, the dialog displays the custom features associated with capacitors as shown in Fig. 75. Information includes the microfarads an/or ohms of the capacitor.

If the requirement is for a non-standard pedestal cross-box, the dialog displays its configuration as shown in Fig. 76 below. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box

If the requirement is for a non-standard pole-mounted cross-box, the dialog displays it configuration as shown in Fig. 77. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW ROADBLOCKS

A symbol appears in the Roadblock column (abbreviated RB) if the substep for which the requirement exists has any roadblocks. To view the roadblock(s), double-click this symbol or use the arrow keys to move the marquee to it and press ENTER. The ACTIVE ROADBLOCKS dialog as shown in Fig. 78 is displayed.

This dialog displays the roadblocks associated with the substep. The following information is displayed about each roadblock:

Description - the description of the roadblock.

Expected Clearance Date - the date the roadblock is expected to be cleared.

Critical - an asterisk (*) here indicates that the roadblock is considered critical.

Employee Name - the name of the person who created the roadblock.

Remarks - the remarks that were recorded at the time the roadblock was created.

To get additional help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW MULTIPLE SERIALIZED ASSIGNMENTS

If multiple serial numbers have been assigned to a requirement, this symbol appears in the Serial Number column. To view the serial numbers, double-click this symbol or move the marquee to it and press ENTER. The ASSIGNED SERIAL NUMBERS dialog as shown in Fig. 79 is displayed.

This dialog displays all of the serial numbers currently assigned to the selected requirement. Multiple serial numbers can be assigned if the requirement is for cable material and the entire required quantity cannot be satisfied with one reel. The following information is displayed about each serial number:

Material Description - the description of the material on the reel.

Serial Number - the serial number of the reel.

Quantity - the quantity on the reel that is assigned to this requirement.

Substituted Item - an asterisk (*) here indicates that the material assigned differs from the required material encoded by the engineer.

Physical Location - a glyph here indicates that the reel assigned to the substep is physically located at a site (alternate address or inventory site) different from the inventory site responsible for procuring the material. No glyph here indicates that the reel is located at the inventory site responsible for procuring the material.

Issue Date - the date that the reel was issued. If the reel has not been issued, this field is blank.

A symbol appears in the Physical Location column if the inventory item is not physically at the inventory site responsible for procuring the material, but rather at an alternate location. To view the address of where the inventory item is located, double-click on this symbol or use the arrow keys to move the marquee to it and press ENTER. The PHYSICAL LOCATION dialog asshown in Fig. 80 is displayed.

This dialog displays the location of an inventory item that is not physically located at the inventory site responsible for procuring the material. Information includes the name under

which this alternate address was saved, the contact name and phone number, company name, its street address, room number, city, state, and zip. To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

To get additional help on the ASSIGNED SERIAL NUMBERS dialog, press the HELP button. To close the dialog, press the CLOSE button.

VIEW ASSIGNMENTS

To view assignments for a requirement, select a requirement from the grid and press the Show Assignments toolbar button located on the REQUIREMENTS window or select "Show Assignments" from the Action menu. The ASSIGNMENT MATERIAL dialog as shown in Fig. 81 is displayed. This function is available only if the requirement has inventory assigned to it.

This dialog displays all of the inventory items currently assigned to the selected requirement. If the requirement is for non-serialized material, the serial number column is not displayed.

Multiple inventory items may be displayed if the requirement is for a quantity greater than one and one or more of the following apply:

If the requirement is for cable and more than one reel is assigned to the requirement.

If the requirement is for cable or non-serialized material and then inventory items assigned to the requirement have different material descriptions. If a cable requirement has multiple reels assigned to it, they could have different material descriptions.

If the requirement is for cable or non-serialized material and the inventory items assigned to the requirement are physically located in different places. If a cable requirement has multiple reels assigned to it, they could be physically located in different places.

The following information is displayed about each inventory item:

Material Description - the material description of the inventory item.

Serial Number - the serial number of the inventory item (if serialized).

Quantity - the quantity that is assigned to this requirement.

Substituted Item - an asterisk (*) here indicates that the material assigned differs from the required material encoded by the engineer.

Physical Location - a glyph here indicates that the inventory item assigned to the substep is physically located at a site (alternate address or inventory site) different from the inventory site responsible for procuring the material. No glyph here indicates that the inventory item is located at the inventory site responsible for procuring the material.

Issue Date - the date that the inventory item was issued. If the inventory item has not been issued, this field is blank.

To get additional help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW REQUIREMENT STATUS

To view a requirement's status in more detail, select a requirement from the grid and press the Show Requirement Status toolbar button located on the REQUIREMENTS window or select "Show Requirement Status" from the Actions menu. The REQUIREMENT STATUS dialog as shown in Fig. 82 is displayed.

This dialog gives a summary of the selected requirement's current status. The Quantities frame displays the following information:

Required - The quantity required to do the work on the substep.

Assigned - The portion of the required quantity currently assigned to the substep.

Procured - The portion of the required quantity that is/was ordered, shipped, transfer requested, or transferred to satisfy the substep.

At Site - The portion of the assigned quantity currently issued on the substep.

Not Yet Procured - The portion of the required quantity that remains to be satisfied on the substep.

The To Be Delivered grid displays any orders, shipments, transfer requests, or transfers, sorted in that order, that are still due to arrive. Information in this grid includes the following:

Type - The type of delivery expected. Values are "Order", "Scheduled Shipment", "Shipment", "Transfer Requested" or "Transfer".

Source - The source of the delivery.

If the type is "Order", this column contains the OrderMaster Number assigned to the order.

If the type is "Scheduled Shipment", this column contains the Select Ticket Number (stock order) or the Purchase Order Number (non-stock order) when the requirement has been ordered and the system has been notified of a scheduled shipment.

If the type is "Shipment", this column contains the Select Ticket Number (stock order) when the requirement has been ordered and the system is notified of an actual shipment. Since the system is not notified when non-stock orders are actually shipped, you will not see a Shipment type for a non-stock order.

If the type is "Transfer Requested" this column contains the name of the inventory site to which the transfer request was made.

If the type is "Transfer" this column contains the name of the inventory site that transferred the material.

Line Number - The line number associated with the OrderMaster Number, Select Ticket, or Purchase Order. This column is blank if the type is 'Transfer Requested" or "Transfer".

Date -

If the type is "Order", this column contains the date that the requirement was ordered.

If the type is "Scheduled Shipment", this column contains the date that the order is scheduled to be shipped.

If the type is "Shipment", this column contains the date a stock order was shipped from a BST warehouse.

If the type is "Transfer Requested" this column contains the date the transfer request was made.

If the type is "Transfer" this column contains the date the transfer was made.

Quantity - The quantity expected to be delivered.

If the type is "Order", this column contains the quantity ordered for the requirement.

If the type is "Scheduled Shipment", this column contains the quantity scheduled to be shipped on this select ticket line item or purchase order line item. If the shipment is for an aggregated requirement, the quantity scheduled to be shipped may be greater than the quantity needed on the requirement.

If the type is "Shipment", this column contains the quantity shipped on this select ticket line item or purchase order line item. If the shipment is for an aggregated requirement, the quantity scheduled to be shipped may be greater than the quantity needed on the requirement.

If the type is "Transfer Requested" this column contains the quantity requested to be transferred for this requirement.

If the type is "Transfer" this column contains the quantity transferred for this requirement.

To get additional help on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

To close the REQUIREMENTS window, double-click the control box located in the upper left corner of the window.

VIEW AN INVENTORY ITEM

To view an inventory item, press the Show Inventory Item toolbar button located on the Materials Management application window or select "Show Inventory Item" from the Inventory menu. The SHOW INVENTORY ITEM dialog as shown in Fig. 83 is displayed. This function is available at all times to any Materials Management user.

This dialog allows you to choose the inventory site and inventory item that you would like to view. First, identify the inventory site responsible for the inventory you wish to view.

Inventory Site - Type a valid inventory site in the Inventory Site combo box or select one from its drop-down list. If you are a Materials Management Manager or a Materials Management Clerical user, the drop-down contains a list of all inventory sites excluding warehouse sites and Refurbished Central Office Equipment (RCOE) sites. If you are a Materials Management Warehouse user, the drop-down contains a list of only the warehouse and RCOE sites.

Next, identify the inventory item to view by choosing one of the following:

Material Description - Select the Material Description radio button and type a material description in the Material Description text box to view inventory items having a particular material description (serialized or non-serialized). You may type an entire material description to view inventory items having that material description or you may type a partial material description using an asterisk (*) to view inventory items starting and/or ending with the portion you provided as described earlier. Material Description is the default radio button.

Serial Number - Select the Serial Number radio button and type a serial number in the Serial Number text box to view serialized inventory items. You may type an entire serial number to view a particular serial number or you may type a partial serial number using an asterisk (*) to view

inventory items having a serial number starting and/or ending with the portion you provided. For example, 234* displays inventory items having a serial number starting with "234"; *234 displays inventory items having a serial number ending in "234"; 2*4 displays inventory items having a serial number starting with "2" and ending in "4".

To get additional help while on this dialog, press the HELP button. To close this dialog without viewing an inventory item, press the CANCEL button. To close this dialog and view the identified inventory item, press the OK button. The system displays an appropriate message if any of the following conditions occur:

If the inventory site entered is not valid, the system displays an error message. Respond to the message by pressing OK.

If the material description provided is not valid, the system displays an error message. Respond to the message by pressing OK,

If the specified inventory item does not exist at that location, the system displays an informative message . Respond to the message by pressing OK.

If the inventory item currently exists at the specified inventory site (inventory balance is > zero), the INVENTORY ITEMS at xxxx window as shown in Fig. 84 is displayed, where xxxx is the selected inventory site.

This window contains a grid listing all of the inventory items for your chosen selection that have an inventory balance greater than zero. If you are viewing serialized inventory items there is one row in the grid for each serial number. If you are viewing non-serialized inventory items there is one row in the grid for each group of non-serialized items located at a different physical location. If you did not use an asterisk (*) when choosing the inventory items to display, the Total On Hand Quantity text box is displayed and is populated with the sum of the on hand balances displayed. For example, if you choose to display inventory items having a material description of "AFAW-100", all reels of cable containing AFAW-100 material are displayed and the Total On Hand Quantity would equal the sum of the on hand balance of each reel. This is a useful way to tell how much cable of a particular type you have. If you used an asterisk when choosing the inventory items to display, the Total On Hand Quantity text box is not displayed because it no longer serves a useful purpose. Knowing how much "AF*" material you have is not very useful.

The following information is displayed about each inventory item:

Material Description - The material description of the inventory item.

Custom Features (abbreviated CF) - A symbol here indicates that the inventory item has custom material features (e.g., inside pulling eye).

Serial Number - The serial number of the inventory item (if serialized).

Physical Location - A symbol here indicates that the inventory item is located at an alternate address. No symbol means that the inventory item is located at the inventory site responsible for the material.

On Hand - The inventory item's current on hand balance. This quantity is the sum of the assigned balance, the unassigned balance, the surplus balance, the in transit balance, and the awaiting return balance.

Assigned - The portion of the inventory item's on hand balance that is assigned to a job or jobs.

Unassigned - The portion of the inventory item's on hand balance that is unassigned.

Surplus - The portion of the inventory item's on hand balance that is surplus. If the surplus quantity is greater than zero and the inventory item serialized, it is equal to the entire on hand balance.

At Site - The portion of the inventory item's on hand balance that has been issued. In the case of serialized material, it is equal to the entire on hand balance.

In Transit - The portion of the inventory item's on hand balance that has been transferred to another inventory site but not yet receipted. If the in transit quantity is greater than zero and the inventory item serialized, it is equal to the entire on hand balance.

Awaiting Return - The portion of the inventory item's on hand balance that is waiting to be returned to a BST warehouse or to an outside vendor because it is either damaged or unwanted. If the awaiting return quantity is greater than zero and the inventory item serialized, it is equal to the entire on hand balance.

The Item Details frame displays the following information about the inventory item that currently has the marquee:

Age - The age of the inventory item in days. If this is non-serialized material and the items in this group were receipted on different days, the age will be the oldest item in the group. To see the actual age of a non-serialized inventory item, run an Inventory Scan which is described later in this document.

Receipt Date - The date the inventory item was receipted into inventory. If this is non-serialized material and the items in this group were receipted on different days, the receipt date will be the earliest receipt date of the items in the group.

Reel Type - If this is cable material, this field displays the reel type of the inventory item.

Bin Loc - The current bin location of the inventory item (if it has one).

Material Type - This field is used to indicate for what purpose the inventory item may be used or is being used. Values are:

Normal - This is serialized or non-serialized inventory that can be used for just about any purpose. "Normal" inventory is only displayed if you are viewing inventory items that are the responsibility of an inventory site or of an RCOE site. Inventory items of this type will have an assigned, unassigned, surplus, in transit, or awaiting return inventory balance. All non-serialized material is considered "normal".

Emergency - This is serialized inventory that is reserved for emergency purposes. "Emergency" inventory is only displayed if you are viewing inventory items that are the responsibility of an inventory site that can store emergency material or of a warehouse site. Inventory Items of this type located at a warehouse site will have an unassigned inventory balance. Inventory items of this type located at an inventory site will have either an unassigned or surplus inventory balance.

Consignment - This is serialized inventory that can be used on consignment. "Consignment" inventory is only displayed if you are viewing inventory items that are the responsibility of a warehouse site. Inventory items of this type will have an unassigned inventory balance.

Joint Use - This is serialized inventory that will be placed by another company (e.g., Alabama Power). "Joint Use" inventory is only displayed if you are viewing inventory items that are the responsibility of an inventory site. Inventory items of this type will have an assigned inventory balance. An inventory item is considered joint use if the substep to which it is assigned is associated with a joint use contract

Last Transaction Number - The last transaction number that affected this inventory item.

Several actions are available to you depending on your level of security. Each action is described in a separate section of this document.

VIEW CUSTOM FEATURES

A symbol appears in the Custom Features column (abbreviated CF) if the inventory item has custom features. To view the custom features, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The custom features displayed will vary with the type of inventory item.

If the inventory item selected is cable, the dialog displays the custom features associated with cable as shown in Fig. 85. Information includes whether or not the inventory item has pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections.

If the inventory item selected is a capacitor, the dialog displays the custom features associated with capacitors as shown in Fig. 86. Information includes the microfarads and/or ohms of the capacitor.

If the inventory item selected is a non-standard pedestal cross-box, the dialog displays its configuration as shown in Fig. 87. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.

If the inventory item selected is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown in Fig. 88. Information includes the size and length of the stub and the connections between the feeder pairs and distribution pairs inside the cross-box.

To get help while on this dialog, press the HELP button- To close this dialog, press the CLOSE button.

VIEW ALTERNATE ADDRESS

A symbol appears in the Physical Location column if the inventory item is not physically at the inventory site, but rather at an alternate location. To view the address of where the inventory item is located, double-click this symbol or use the arrow keys to move the marquee to it and press ENTER. The PHYSICAL LOCATION dialog as shown in Fig. 89 is displayed.

This dialog displays the location of an inventory item that is not physically located at the inventory site responsible for the material. Information includes the name under which this

alternate address was saved, the contact name and phone number, company name, street address, room number, city, state, and zip.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

To close the INVENTORY ITEMS window, double-click on the control button located in the upper left corner of the window.

VIEW ASSIGNMENTS

If an inventory item is reserved for use on a specific job or jobs, it is considered assigned inventory. If the material assigned to a job is damaged or unusable for some reason, you can unassign the material from that job.

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window as shown Fig. 90 is displayed.

If you do not have security access to update inventory in this inventory site and you want to view the requirements to which an inventory item is assigned, select an inventory item from the grid and press the Assignments toolbar button located on the INVENTORY ITEMS window or select "Show Assignments" from the Actions menu. The SHOW ASSIGNMENTS dialog in Fig. 91 is displayed. This function is available if the following conditions are met:

You are a Materials Management Manager or a Materials Management Clerical user.

The selected inventory item has an assigned inventory balance.

This dialog allows you to view the requirements to which the selected inventory item is assigned. The description of the material is displayed in the Material Description text box and the following information is displayed about each requirement to which the inventory item is assigned:

Job - The job authority to which the inventory item is assigned.

Print - The job print to which the inventory item is assigned.

Step - The job step to which the inventory item is assigned.

Quantity Assigned - The quantity of the inventory item that is assigned to this requirement.

Work Environment (abbreviated WE) - The work environment for which the material is needed.

Work Action - The type of work for which the material is needed.

On Job Date - The date the material is needed on the job.

Issue Date - The date the inventory item was issued for use on this requirement. If the inventory item has not been issued, this column is blank.

To get additional help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

RELEASE ASSIGNMENTS

If you have security access to update inventory in this inventory site and you want to view the requirements to which an inventory item is assigned or release assignments, select an inventory item from the grid and press the Assignments toolbar button located on the INVENTORY ITEMS window or select "Show/Release Assignments" from the Actions menu. The RELEASE ASSIGNMENTS dialog shown in Fig. 92 is displayed. This function is available if the following conditions are met:

You have security access to update inventory in this inventory site.

You are a Materials Management Manager or a Materials Management Clerical user.

The selected inventory item has an assigned inventory balance.

This dialog looks similar to the SHOW ASSIGNMENTS dialog with two exceptions: the addition of the Release Quantity text box and the replacement of the CLOSE button with OK and CANCEL buttons.

To release assignments, select the requirements from which you wish to have the inventory item unassigned. The value in the Release Quantity text box increases by the quantity assigned to the selected requirements. You cannot unassign an issued inventory item. Type any remarks in the Remarks text box that you wish to have recorded with the Unassignment transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without releasing assignments, press the CANCEL button. To close this dialog and release the selected assignments, press the OK button. The system displays an appropriate message if the following conditions occur:

If no requirements are selected, an error message is displayed. Respond to the message by pressing OK.

If the inventory item has been issued for a selected requirement, the system displays an appropriate message. Respond to the message by pressing OK,.

If multiple requirements have been selected and the inventory item has been issued for at least one of them, the system displays an appropriate message. If you want the system to deselect those requirements for which the inventory item has been issued and release the remaining assignments, respond to the message by pressing YES. If you don't want to release the remaining assignments, respond to the message by pressing NO.

If no errors are found, the system does the following:

Unassigns the inventory item from each selected requirement.

Decreases the associated inventory item's assigned balance and increases its unassigned balance.

Records an Unassignment material inventory transaction. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

Recalculates the remaining needed quantity on each requirement from which the inventory item was unassigned, and if it is greater than zero, puts the requirement back in a "needed" status.

If you released an assignment of Central Office Equipment, form RF-8010 is printed to move the material from the Field Reporting Code (FRC) and Geographic Location Code (GLC) of the requirement to which it was previously assigned to the 1220.1412 (Material Held For Future Use) account (See attachment 1).

If releasing assignments and the inventory item is unassigned successfully, the system displays an appropriate message. The inventory balances shown on the INVENTORY ITEMS window are updated to reflect the results of the Unassignment transaction. The Last Transaction Number text box is updated to reflect the number of the Unassignment transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

Attachment 1:

The following information is printed on the RF-8010 form when unassigning Central Office Equipment:

Transfer Report No. - The state responsible for the inventory item followed by the OSPCM Material Inventory Transaction Number (e.g., KY11184).

Purpose of Transfer - This field always equals "Adj. Accounts".

Ship/Transfer From (Credit)

> **Location** - The inventory site responsible for the inventory item.

> **State** - The state responsible for the inventory item.

> **Geo. Loc.** - The exception geographic location code of the substep to which the inventory item was assigned.

> **Auth. No.** - The job number to which the inventory item was assigned.

> **RCO** - The responsibility code of the inventory site responsible for the inventory item.

> **RCC** - The responsibility code of the inventory site responsible for the inventory item.

> **Field Code** - The field reporting code (FRC) of the substep to which the inventory item was assigned (i.e., 257C).

> **Vendor Order Number** - The purchase order or select ticket on which the inventory item was shipped.

Ship/Transfer To (Debit)

> **Location** - The inventory site responsible for the inventory item.

> **State** - The state responsible for the inventory item.

> **Geo. Loc.** - The geographic location code of the inventory site responsible for the inventory item.

> **RCO** - The responsibility code of the inventory site responsible for the inventory item.

> **RCC** - The responsibility code of the inventory site responsible for the inventory item.

> **Func. Code** - The function code of the Material Held For Future Use account. This field is always equal to "5C5T".

Transportation Instructions

Field Code - This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.

Engineering Contact

Engineer - The name of the user's supervisor. The "user" is the person who unassigned the inventory item.

Prepared By - The name of the person who unassigned the inventory item. The user's Common Userid (CUID) is used to obtain his/her name.

Date - The date the inventory item was unassigned. This field is always equal to the current date.

Remarks - Remarks entered at the time the inventory item was unassigned.

Equipment Description - The description of the inventory item unassigned. If the material is serialized, its serial number will be printed following the material description.

Cond. - The condition of the material. This field always equals "G" (good).

Qty. - The quantity of material unassigned.

Per - This field always equals "EA" (each).

Yr. PI. - The year the inventory item was receipted into inventory.

VIEW ISSUES

Once an issue has been created, you may view open issues. An open issue is one that still has an outstanding issue quantity (issue quantity > zero). An issue cannot be closed until the entire issued quantity has been reported used or the unused portion has been returned to the inventory site.

To view an issue, select "Show Issues" from the Inventory menu. The SHOW AN INVENTORY ITEM'S ISSUES dialog shown in Fig. 93 is displayed. This function is available at all times to a Materials Management Manager or Materials Management Clerical user.

This dialog allows you to choose the inventory site and inventory item for which you would like to view issues. To view issues, you must type a valid inventory site in the Inventory Site combo box or select one from its drop-down list. The drop-down list contains a list of all inventory sites in the BellSouth region, excluding warehouse and Refurbished Central Office Equipment (RCOE) sites.

You must identify the inventory item by choosing one of the following:

Material Description - Select the Material Description radio button and type a material description in the Material Description text box to view open issues for inventory items having a particular material description (serialized or non-serialized). You may type an entire material description to view issues for inventory items having that material description or you may type a partial material description using an asterisk (*) to view open issues for inventory items having a material description starting and/or ending with the portion you provided as described earlier Material Description is the default radio button.

Serial Number - Select the Serial Number radio button to view open issues for serialized inventory items and type a serial number in the Serial Number text box. You may type an entire serial number to view open issues for that serial number or you may type a partial serial number using an asterisk (*) to view open issues for a serial number starting and/or ending with the portion you provided. For example, 234* displays open issues for inventory items having a serial number starting with "234"; *234 displays inventory items having a serial number ending in "234"; 2*4 displays inventory items having a serial number starting with "2" and ending in "4".

To get additional help while on this dialog, press the HELP button. To close this dialog without viewing issues, press the CANCEL button. To close this dialog and view issues, press the OK button. The system displays an appropriate message if either of the following conditions occur:

If the inventory site entered is not valid, the system displays an error message. Respond to the message by pressing OK.

If the material description or serial number entered is not valid, an error message is displayed. Respond to the message by pressing OK.

If there are no open issues for the identified inventory item, an informative message is displayed. Respond to the message by pressing OK.

If there are open issues for the identified inventory item, the ISSUES FOR xxxx window as shown in Fig. 94 is displayed, where xxxx is the selected inventory site.

This window displays a list of all the open issues for the inventory item selected. The following information is displayed about each issue:

Material Description - The material description of the inventory item.

Serial Number - The serial number of the inventory item (if serialized).

Issued Quantity - The total quantity currently issued.

Returned Quantity - The quantity of the inventory item that you are returning. This field is populated with a zero on initial display of this window.

Issue Date - The date the inventory item was issued.

Issued To - The identifier of the person to whom the inventory item was issued.

Job - The job authority for which the inventory item was issued.

Remarks - Remarks that were recorded at issue time are shown in the Remarks text box for whichever issue has the marquee.

RETURN ISSUED MATERIAL

Under normal circumstances, an inventory item is issued, it is reported used and disbursed. When material is disbursed, the system closes the issue if the reported quantity plus any quantity auto-junked is greater than or equal to the issued quantity.

If the reported quantity is less than the issued quantity, the issue remains open until the remaining issued quantity is returned. This could happen if less than was assigned is reported, if a reel of cable is assigned to substeps that have not been worked yet or if a reel of cable has an unassigned balance.

You may return issued material by indicating that all or part of the issued quantity has been returned to the inventory site. Select an issue from the grid and press the Return Issued Material toolbar button located on the ISSUES window or select "Return Issued Material" from the Actions menu. The Return Issue dialog as shown Fig. 95 is displayed. This function is available only if you have security to update inventory in this inventory site.

This dialog is used to return issued material to the inventory site. The Issued Quantity text box displays the quantity currently issued. To return issued material, type the quantity returned in the Return Quantity text box.

To get additional help while on this dialog, press the HELP button. To close this dialog without returning the issued material, press the CANCEL button. To close this dialog and return the issued material, press the OK button. The system displays an appropriate message under the following conditions:

If the quantity returned is equal to zero, an error message is displayed. Respond to the message by pressing OK.

If the returned quantity is greater than the issued quantity, an error message is displayed. Respond to the message by pressing OK,

If no errors were found, the system decreases the issue quantity by the quantity returned and decreases the inventory item's at site balance by the quantity returned. If the issue quantity reaches zero, the system closes the issue. If the inventory item's at site balance reaches zero, the system marks the inventory item as no longer issued.

The Issued Quantity field on the ISSUES window is updated to reflect the current issued quantity and the Returned Quantity field is updated to reflect the total quantity returned since you displayed this window.

To close the ISSUES window, double-click the control box located in the upper left corner of the window.

VIEW MATERIAL INVENTORY TRANSACTIONS

Material inventory transactions may be viewed as a means of investigating the history of an inventory item at a specified inventory site. This section of the document describes several different ways in which transactions may be viewed.

VIEW DETAILS OF AN INVENTORY ITEM'S LAST TRANSACTION

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window as shown in Fig. 96 is displayed.

To view the transaction details for the last transaction that affected this inventory item, select an inventory item from the grid and press the Show Transactions toolbar button located on the INVENTORY ITEMS window or select "Show Transactions" from the Actions menu. The TRANSACTION DETAILS dialog as shown in Fig. 97 is displayed. This function is available at all times to any Materials Management user.

This dialog allows you to view the details of the last transaction that affected the selected inventory item and to follow the transaction chain backwards to the first transaction that affected the

selected inventory item. The Transaction Data frame displays the following general information about a transaction:

Transaction No. - The system generated number of the transaction.

Transaction Type - The type of transaction that affected this inventory item. Valid values are Order Receipt, Order Receipt Reversal, Assignment, Unassignment, Inventory Addition, Inventory Deletion, Inventory Status Change, Split A Reel, Reclassify to Exempt, Reclassify from Exempt, Transfer, Transfer Reversal, Transfer Receipt, Transfer Receipt Reversal, Return, Disbursement, Disbursement Reversal, Junk, Recover from Junk, Remove to Good, and Remove to Good Reversal.

Material Description - The material description of the inventory item affected by this transaction.

CUID - The common userid of the person who created the transaction. If this transaction was generated by the system (e.g., an assignment due to the receipt of material), this field will be populated with the word "SYSTEM".

Date - The date that the transaction occurred.

Time - The time of day that the transaction occurred.

Quantity - The quantity involved in the transaction.

Amount - The dollar amount involved in the transaction (quantity times the average price amount of the material item.) The average price of cable is per 100 feet.

A transaction can be one-sided (e.g., Order Receipt transactions) or two-sided (e.g., Transfer transactions). There are two tabs on this dialog; one displaying transaction details for the FROM side of the transaction and one displaying the transaction details for the TO side of the transaction. The Transaction Details frame displays the following information:

Inventory Site

Order Receipt - The inventory site responsible for the inventory item following the transaction.

Order Receipt Reversal - The inventory site responsible for the inventory item prior to the transaction.

Assignment - The inventory site responsible for the inventory item prior to the transaction. (This is the same as the To Inventory Site). The inventory site responsible for the inventory item following the transaction. (This is the same as the From Inventory Site).

Unassignment - The inventory site responsible for the inventory item prior to the transaction. (This is the same as the To Inventory Site). The inventory site responsible for the inventory item following the transaction. (This is the same as the From Inventory Site)

Inventory Status Change - The inventory site responsible for the inventory item prior to the transaction. (This is the same as the To Inventory Site). The inventory site responsible for the inventory item following the transaction. (This is the same as the From Inventory Site).

Inventory Addition - The inventory site responsible for the inventory item following the transaction.

Inventory Deletion - The inventory site responsible for the inventory item prior to the transaction.

Split A Reel - The inventory site responsible for the inventory item prior to the transaction. (This is the same as the To Inventory Site). The inventory site responsible for the inventory item following the transaction. (This is the same as the From Inventory Site).

Transfer - The inventory site from which the inventory item was transferred. (The inventory site of the "sending" location). The inventory site from which the inventory item was transferred. (The inventory site of the "sending" location). The "to" and "from" inventory site is the same on a Transfer transaction since the "receiving" location does not take responsibility for the inventory item until the transfer is received. The Transfer transaction only moves the inventory item from the unassigned or surplus status to the in-transit status in the "sending" location.

Transfer Reversal - The inventory site from which the inventory item was transferred. (The inventory site of the "sending" location). The "to" and "from" inventory site is the same on a Transfer Reversal transaction since the "receiving" location does not take responsibility for the inventory item until the transfer is received. The Transfer Reversal transaction only moves the inventory item from the in-transit status back to the unassigned or surplus status in the "sending" location. The inventory site from which the inventory item was transferred. (The inventory site of the "sending" location).

Transfer Receipt - The inventory site responsible for the inventory item prior to the transaction. (The inventory site of the "sending" location). The inventory site responsible for the inventory item prior to the transaction. (The inventory site of the 'receiving" location).

Transfer Receipt Reversal - The inventory site responsible for the inventory item prior to the transaction. (The inventory site of the "receiving" location). The inventory site responsible for the inventory item following the transaction. (The inventory site of the "sending" location).

Reclassify to Exempt - The inventory site responsible for the inventory item following the transaction.

Reclassify from Exempt - The inventory site responsible for the inventory item prior to the transaction.

Return - The inventory site responsible for the inventory item prior to the transaction.

Disbursement - The inventory site responsible for the inventory item prior to the transaction.

Disbursement Reversal - -The inventory site responsible for the inventory item following the transaction.

Remove to Good - The inventory site responsible for the inventory item following the transaction.

Remove to Good Reversal - The inventory site responsible for the inventory item prior to the transaction.

Junk - The inventory site responsible for the inventory item prior to the transaction.

Recover from Junk - The inventory site responsible for the inventory item following the transaction.

Serial Number - Displayed only if the inventory item is serialized.

Order Receipt - The serial number of the inventory item following the transaction.

Order Receipt Reversal - The serial number of the inventory item prior to the transaction.

Assignment - The serial number of the inventory item prior to the transaction. (This is the same as the To Serial Number). The serial number of the inventory item following the transaction. (This is the same as the From Serial Number).

Unassignment - The serial number of the inventory item prior to the transaction. (This is the same as the To Serial Number). The serial number of the inventory item following the transaction. (This is the same as the From Serial Number).

Inventory Status Change - The serial number of the inventory item prior to the transaction. (This is the same as the To Serial Number). The serial number of the inventory item following the transaction. (This is the same as the From Serial Number).

Inventory Addition - The serial number of the inventory item following the transaction.

Inventory Deletion - The serial number of the inventory item prior to the transaction.

Split A Reel - The serial number from which the inventory item was split. The serial number to which the inventory item was split.

Transfer - The serial number of the inventory item prior to the transaction. (This is the same as the To Serial number). The serial number of the inventory item following the transaction. (This is the same as the From Serial Number).

Transfer Reversal - The serial number of the inventory item prior to the transaction. (This is the same as the To Serial number). The serial number of the inventory item following the transaction. (This is the same as the From Serial Number).

Transfer Receipt - The serial number of the inventory item prior to the transaction. (This is the same as the To Serial number). The serial number of the inventory item following the transaction. (This is the same as the From Serial Number).

Transfer Receipt Reversal - The serial number of the inventory item prior to the transaction. (This is the same as the To Serial number). The serial number of the inventory item following the transaction. (This is the same as the From Serial Number).

Reclassify to Exempt - The serial number of the inventory item prior to the transaction.

Reclassify from Exempt - The serial number of the inventory item following the transaction.

Return - The serial number of the inventory item prior to the transaction.

Disbursement - The serial number of the inventory item prior to the transaction.

Disbursement Reversal - The serial number of the inventory item following the transaction.

Remove to Good - The serial number of the inventory item following the transaction.

Remove to Good Reversal - The serial number of the inventory item prior to the transaction.

Junk - The serial number of the inventory item prior to the transaction.

Recover from Junk - The serial number of the inventory item following the transaction.

Status

Order Receipt - The status of the inventory item following the transaction. In this case, the value is "U" (unassigned).

Order Receipt Reversal - The status of the inventory item prior to the transaction. In this case, the value is "U".

Assignment - The status of the inventory item prior to the transaction. In this case, the value is "U" or "S" (surplus). The status of the inventory item following the transaction. In this case, the value is "A" (assigned).

Unassignment - The status of the inventory item prior to the transaction. In this case, the value is "A". The status of the inventory item following the transaction. In this case, the value is "U".

Inventory Status Change - The status of the inventory item prior to the transaction. In this case, the value is "U", "S", or "AR" (awaiting return). The status of the inventory item following the transaction. In this case, the value is "U", "S", or "AR".

Inventory Addition - The status of the inventory item following the transaction. In this case, the value is "U".

Inventory Deletion - The status of the inventory item prior to the transaction. In this case, the value is "U" or "S".

Split A Reel - The status of the inventory item prior to the transaction. In this case, the value is "U", "S", or "A". The status of the inventory item following the transaction. In this case, the value is "U", "S", or "A".

Transfer - The status of the inventory item prior to the transaction. In this case, the value is "U" or "S". The status of the inventory item following the transaction. In this case, the value is "IT" (in transit).

Transfer Reversal - The status of the inventory item prior to the transaction. In this case, the value is "IT". The status of the inventory item following the transaction. In this case, the value is "U or "S".

Transfer Receipt - The status of the inventory item prior to the transaction. In this case, the value is "IT". The status of the inventory item following the transaction. In this case, the value is "U".

Transfer Receipt Reversal - The status of the inventory item prior to the transaction. In this case, the value is "U". The status of the inventory item following the transaction. In this case, the value is "IT".

Reclassify to Exempt - The status of the inventory item prior to the transaction. In this case, the value is "U" or "S".

Reclassify from Exempt - The status of the inventory item following the transaction. In this case, the value is "U".

Return - The status of the inventory item prior to the transaction. In this case, the value is "AR".

Disbursement - The status of the inventory item prior to the transaction. In this case, the value is "A".

Disbursement Reversal - The status of the inventory item following the transaction. In this case, the value is "A".

Remove to Good - The status of the inventory item following the transaction. In this case, the value is "U".

Remove to Good Reversal - The status of the inventory item prior to the transaction. In this case, the value is "U".

Junk - The status of the inventory item prior to the transaction. In this case, the value is "U" or "S".

Recover from Junk - The status of the inventory item following the transaction. In this case, the value is "U".

Balance - For non-serialized inventory, the balance represents the quantity of inventory of a particular inventory status for this material description at this inventory site. For serialized inventory, the balance represents the quantity of inventory of a particular inventory status for this serial number at this inventory site.

Order Receipt - The balance of the inventory item in the unassigned status following the transaction.

Order Receipt Reversal - The balance of the inventory item in the unassigned status following the transaction.

Assignment - The balance of the inventory item in the unassigned or surplus status following the transaction. The balance of the inventory item in the assigned status following the transaction.

Unassignment - The balance of the inventory item in the assigned status following the transaction. The balance of the inventory item in the unassigned, surplus, or awaiting return status following the transaction.

Inventory Status Change - The balance of the inventory item in the unassigned, surplus, or awaiting return status following the transaction. The balance of the inventory item in the unassigned, surplus, or awaiting return status following the transaction.

Inventory Addition - The balance of the inventory item in the unassigned status following the transaction.

Inventory Deletion - The balance of the inventory item in the unassigned or surplus status following the transaction.

Split A Reel - The balance of the inventory item in the unassigned, surplus, or assigned status following the transaction. The balance of the inventory item in the unassigned, surplus, or assigned status following the transaction.

Transfer - The balance of the inventory item in the unassigned or surplus status following the transaction. The balance of the inventory item in the intransit status following the transaction.

Transfer Reversal - The balance of the inventory item in the intransit status following the transaction. The balance of the inventory item in the unassigned or surplus status following the transaction.

Transfer Receipt - The balance of the inventory item in the intransit status following the transaction. The balance of the inventory item in the unassigned status following the transaction.

Transfer Receipt Reversal - The balance of the inventory item in the unassigned status following the transaction. The balance of the inventory item in the intransit status following the transaction.

Reclassify to Exempt - The balance of the inventory item in the unassigned or surplus status following the transaction.

Reclassify from Exempt - The balance of the inventory item in the unassigned status following the transaction.

Return - The balance of the inventory item in the awaiting return status following the transaction.

Disbursement - The balance of the inventory item in the assigned status following the transaction.

Disbursement Reversal - The balance of the inventory item in the assigned status following the transaction.

Remove to Good - The balance of the inventory item in the unassigned status following the transaction.

Remove to Good Reversal - The balance of the inventory item in the unassigned status following the transaction.

Junk - The balance of the inventory item in the unassigned or surplus status following the transaction.

Recover from Junk - The balance of the inventory item in the unassigned status following the transaction.

Destination Site

Transfer - The inventory site to which the inventory item was transferred,, (The inventory site of the "receiving" location).

Transfer Reversal - The inventory site to which the inventory item was transferred. (The inventory site of the "receiving" location).

Job

Assignment - The job authority to which the inventory item is assigned following the transaction.

Unassignment - The job authority to which the inventory item was assigned prior to the transaction.

Split A Reel - If splitting assigned inventory, this field displays the job authority to which the inventory was assigned prior to the transaction. (This is the same as the To Job). If splitting assigned inventory, this field displays the job authority to which the inventory was assigned following the transaction. (This is the same as the From Job).

Disbursement - The job authority to which the inventory item was assigned prior to the transaction.

Disbursement Reversal - The job authority to which the inventory item was re-assigned following the transaction.

Junk - If this transaction was created as a result of a disbursement (CUID –"AUTOJNK" for an auto-junk), this field displays the job authority of the last assignment on the reel; otherwise this field is blank.

Print

Assignment - The job print to which the inventory item is assigned following the transaction.

Unassignment - The job print to which the inventory item was assigned prior to the transaction.

Split A Reel - If splitting assigned inventory, this field displays the job print to which the inventory was assigned prior to the transaction. (This is the same as the To Print). If splitting assigned inventory, this field displays the job print to which the inventory was assigned following the transaction. (This is the same as the From Print).

Disbursement - The job print to which the inventory item was assigned prior to the transaction.

Disbursement Reversal - The job print to which the inventory item was reassigned following the transaction.

Junk - If this transaction was created as a result of a disbursement (CUID = "AUTOJNK" for an auto-junk), this field displays the job print of the last assignment on the reel; otherwise this field is blank.

Step

Assignment - The job step to which the inventory item was assigned following to the transaction.

Unassignment - The job step to which the inventory item is assigned prior to the transaction.

Split A Reel - If splitting assigned inventory, this field displays the job step to which the inventory was assigned prior to the transaction. (This is the same as the To Step). If splitting assigned inventory, this field displays the job step to which the inventory was assigned following the transaction. (This is the same as the From Step).

Disbursement - The job step to which the inventory item was assigned prior to the transaction.

Disbursement Reversal - The job step to which the inventory item was reassigned following the transaction.

Junk - If this transaction was created as a result of a disbursement (CUID –"AUTOJNK" for an auto-junk), this field displays the job step of the last assignment on the reel; otherwise this field is blank.

GLC - The geographic location code

Order Receipt -If the material is central office equipment (mtl_process_cd = "CE"), this field displays the exception GLC of the job substep for which it was ordered; otherwise it displays the GLC of the inventory site responsible for the inventory item following the transaction.

Order Receipt Reversal - If the material is central office equipment, this field displays the exception GLC of the job substep for which it was ordered; otherwise it displays the GLC of the inventory site responsible for the inventory item prior to the transaction.

Assignment - If this assignment is due to an order receipt and the inventory item is central office equipment, this field displays the exception GLC of the job substep for which it was ordered; otherwise it displays the GLC of the inventory site responsible for the inventory item. If the

inventory item is central office equipment, this field displays the exception GLC of the job substep to which it is assigned; otherwise it displays the GLC of the inventory site responsible for the inventory item.

Unassignment - If the inventory item is central office equipment, this field displays the exception GLC of the job substep to which it was assigned; otherwise it displays the GLC of the inventory site responsible for the inventory item. The GLC of the inventory site responsible for the inventory item.

Inventory Status Change - The GLC of the inventory site responsible for the inventory item. (This is the same as the To GLC). The GLC of the inventory site responsible for the inventory item. (This is the same as the From GLC).

Inventory Addition - The GLC of the inventory site responsible for the inventory item following the transaction.

Inventory Deletion - The GLC of the inventory site responsible for the inventory item prior to the transaction.

Split A Reel - The GLC of the inventory site responsible for the inventory item prior to the transaction. (This is the same as the To GLC). The GLC of the inventory site responsible for the inventory item following to the transaction. (This is the same as the From GLC).

Transfer - The GLC of the inventory site from which the inventory item was transferred. (The GLC of the "sending" inventory site). The GLC of the inventory site from which the inventory item was transferred. (The GLC of the "sending" inventory site). Since the "to" and "from" inventory site represents the "sending" inventory site on a Transfer transaction, the "to" and "from" GLC represents the GLC of the "sending" inventory site.

Transfer Reversal - The GLC of the inventory site from which the inventory item was transferred. (The GLC of the "sending" inventory site). Since the "to" and "from" inventory site represents the "sending" inventory site on a Transfer Reversal transaction, the "to" and "from" GLC represents the GLC of the "sending" inventory site. The GLC of the inventory site from which the inventory item was transferred. (The GLC of the "sending" inventory site).

Transfer Receipt - The GLC of the inventory site responsible for the inventory item prior to the transaction. (The GLC of the "sending" inventory site). The GLC of the inventory site responsible for the inventory item prior to the transaction. (The GLC of the "receiving" inventory site).

Transfer Receipt Reversal - The GLC inventory site responsible for the inventory item prior to the transaction. (The GLC of the "receiving" inventory site). The GLC of the inventory site responsible for the inventory item following the transaction. (The GLC of the "sending" inventory site).

Reclassify to Exempt - The GLC inventory site responsible for the inventory item prior to the transaction.

Reclassify from Exempt - The GLC of the inventory site responsible for the inventory item following the transaction.

Return - The GLC of the inventory site responsible for the inventory item prior to the transaction.

Disbursement - If the inventory item is central office equipment, this field displays the exception GLC of the job substep to which it was assigned; otherwise it displays the GLC of the inventory site responsible for the inventory item.

Disbursement Reversal - If the inventory item is central office equipment, this field displays the exception GLC of the job substep to which it is assigned; otherwise it displays the GLC of the inventory site responsible for the inventory item.

Remove to Good - The GLC of the inventory site responsible for the inventory item following the transaction.

Remove to Good Reversal - The GLC of the inventory site responsible for the inventory item prior to the transaction,

Junk - The GLC of the inventory site responsible for the inventory item prior to the transaction.

Recover from Junk - The GLC of the inventory site responsible for the inventory item following the transaction.

Order Master No.

Order Receipt - The OrderMaster Number on which the inventory item was ordered.

Order Receipt Reversal - The OrderMaster Number on which the inventory item was ordered.

Line Number

Order Receipt - The OrderMaster Line Number on which the inventory item was ordered.

Order Receipt Reversal - The OrderMaster Line Number on which the inventory item was ordered.

Return To Loc

Return - The vendor or warehouse to which the inventory item was returned.

Return Auth No.

Return – The Return Authorization Number assigned to the return.

FC/FRC - The function code (FC) or Field Reporting Code (FRC) affected by this transaction.

Order Receipt - If the material was ordered direct to code, this field displays the FRC (e.g., 22C) to which the material was ordered; otherwise it displays the FC "5C50".

Order Receipt Reversal - If the material was ordered direct to code, this field displays the FRC to which the material was ordered; otherwise it displays the FC "5C50".

Assignment - If this assignment is due to an order receipt and the inventory item was ordered direct to code, this field displays the FRC to which the material was ordered; otherwise it displays the FC "5C50". If this assignment is not due to an order receipt and the inventory item is central office equipment this field displays the FC "5C5T". If this assignment is due to an order receipt and the inventory item was ordered direct to code, this field displays the FRC to which the material was ordered; otherwise it displays the FC "5C50". If this assignment is not due to an order receipt and the inventory item is central office equipment, this field displays the FRC of the job substep to which the inventory item is assigned.

Unassignment - If the inventory item was ordered direct to code, this field displays the FRC of the job substep to which it was assigned; otherwise it displays the FC "5C50". If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50".

Inventory Status Change - If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50". If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC"5C50".

Inventory Addition - If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50".

Inventory Deletion - If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC"5C50".

Split A Reel - This field always displays the FC"5C50". Note: Only cable may be split and cable is not central office equipment nor is it ordered direct to code. This field always displays theFC"5C50". Note: Only cable may be split and cable is not central office equipment nor is it ordered direct to code.

Transfer - If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC"5C50". If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50".

Transfer Reversal - If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50". If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50".

Transfer Receipt - If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50". If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50".

Transfer Receipt Reversal - If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC"5C50". If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50".

Reclassify to Exempt - If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50".

Reclassify from Exempt - If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50".

Return - If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50".

Disbursement - If the inventory item was ordered direct to code, this field displays the FRC to which the material was ordered; otherwise it displays the FC "5C50".

Disbursement Reversal - If the inventory item was ordered direct to code, this field displays the FRC to which the material was ordered; otherwise it displays the FC "5C50".

Remove to Good - If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50".

Remove to Good Reversal - If the inventory item is central office equipment, this field displays the FC "5C5T"; otherwise it displays the FC "5C50".

Junk - If this transaction was created as a result of a disbursement (CUID = "AUTOJNK" for an auto-junk), this field displays the FRC of the last assignment on the reel; otherwise it displays the FC "5C50".

Recover from Junk - If this transaction was created as a result of a disbursement reversal (CUID = "SYSTEM"), this field displays the FRC that the inventory item was junked from; otherwise it displays the FC "5C50".

Previous Transaction Number - The previous transaction number that affected this inventory item at this inventory site (e.g., If this was an Assignment transaction for serial number 1234 at inventory site SVVL, the previous transaction number could be an Order Receipt transaction for serial number 1234 at SVVL).

Order Receipt - The transaction number that affected this inventory item prior to this transaction. If this is non-serialized material without an existing inventory balance or if this is serialized material, the previous transaction number is 0 since this is the start of its transaction chain.

Order Receipt Reversal - The transaction number that affected this inventory item prior to this transaction.

Assignment - The transaction number that affected this inventory item prior to this transaction. (This is the same as the To Previous Transaction Number). The transaction number that affected this inventory item prior to this transaction. (This is the same as the From Previous Transaction Number).

Unassignment - The transaction number that affected this inventory item prior to this transaction. (This is the same as the To Previous Transaction Number). The transaction number that affected this inventory item prior to this transaction. (This is the same as the To Previous Transaction Number).

Inventory Status Change - The transaction number that affected this inventory item prior to this transaction. (This is the same as the From Previous Transaction Number). The transaction number that affected this inventory item prior to this transaction. (This is the same as the From Previous Transaction Number).

Inventory Addition - The transaction number that affected this inventory item prior to this transaction. If this is non-serialized material without an existing inventory balance or if this is serialized material, the previous transaction number is 0 since this is the start of its transaction chain.

Inventory Deletion - The transaction number that affected this inventory item prior to this transaction.

Split A Reel - The transaction number that affected this inventory item (i.e., the old reel) prior to this transaction. The transaction number that affected this inventory item (i.e., the new reel) prior to this transaction. Since the split was made to a new reel, the To Previous Transaction Number is 0 since this is the start of its transaction chain.

Transfer - The transaction number that affected this inventory item prior to this transaction at the old inventory site. (Since the inventory site did not change on a Transfer transaction, this is the same as the To Previous Transaction Number). The transaction number that affected this inventory item prior to this transaction at the old inventory site. (Since the inventory site did not change on a Transfer transaction, this is the same as the From Previous Transaction Number).

Transfer Reversal - The transaction number that affected this inventory item prior to this transaction at the old inventory site. (Since the inventory site did not change on a Transfer Reversal transaction, this is the same as the To Previous Transaction Number). The transaction number that affected this inventory item prior to this transaction at the old inventory site. (Since the inventory site did not change on a Transfer Reversal transaction, this is the same as the From Previous Transaction Number).

Transfer Receipt - The transaction number that affected this inventory item prior to this transaction at the old inventory site. The transaction number that affected this inventory item prior to this transaction at the new inventory site. If the inventory item does not already exist in the new inventory site, the To Previous Transaction Number is 0 since this is the start of its transaction chain.

Transfer Receipt Reversal - The transaction number that affected this inventory item prior to this transaction at the new inventory site. The transaction number that affected this inventory item prior to this transaction at the old inventory site.

Reclassify to Exempt - The transaction number that affected this inventory item prior to this transaction.

Reclassify from Exempt - The transaction number that affected this inventory item prior to this transaction. If this is non-serialized material without an existing inventory balance or if this is serialized material, the previous transaction number is 0 since this is the start of its transaction chain.

Return - The transaction number that affected this inventory item prior to this transaction.

Disbursement - The transaction number that affected this inventory item prior to this transaction.

Disbursement Reversal - The transaction number that affected this inventory item prior to this transaction.

Remove to Good - The transaction number that affected this inventory item prior to this transaction. If this is non-serialized material without an existing inventory balance or if this is serialized material, the previous transaction number is 0 since this is the start of its transaction chain.

Remove to Good Reversal - The transaction number that affected this inventory item prior to this transaction.

Junk - The transaction number that affected this inventory item prior to this transaction.

Recover from Junk - The transaction number that affected this inventory item prior to this transaction. If this is non-serialized material without an existing inventory balance or if this is serialized material, the previous transaction number is 0 since this is the start of its transaction chain.

Next Transaction Number - The next transaction number that affected this inventory item at this inventory site (e.g., If this was an Assignment transaction for serial number 1234 at inventory site SVVL, the next transaction number could be a Disbursement transaction for serial number 12.34 at inventory site SWL).

Order Receipt - The transaction number that affected this inventory item following this transaction.

Order Receipt Reversal - The transaction number that affected this inventory item following this transaction. If this is non-serialized material without an inventory balance or if this is serialized material, the From Next Transaction is 0 since this is the end of its transaction chain.

Assignment - The transaction number that affected this inventory item following this transaction. (This is the same as the To Next Transaction Number). The transaction number that affected this inventory item following this transaction. (This is the same as the From Next Transaction Number).

Unassignment - The transaction number that affected this inventory item following this transaction. (This is the same as the To Next Transaction Number). The transaction number that affected this inventory item following this transaction. (This is the same as the To Next Transaction Number).

Inventory Status Change - The transaction number that affected this inventory item following this transaction. (This is the same as the To Next Transaction Number). The transaction number that affected this inventory item following this transaction. (This is the same as the From Next Transaction Number).

Inventory Addition - The transaction number that affected this inventory item following this transaction.

Inventory Deletion - The transaction number that affected this inventory item following this transaction. If this is non-serialized material without an inventory balance or if this is serialized material, the From Next Transaction is 0 since this is the end of its transaction chain.

Split A Reel - The transaction number that affected this inventory item (i.e., the old reel) following this transaction. If the entire reel was split to a new reel, the From Next Transaction is 0 since this is the end of its transaction chain. The transaction number that affected this inventory item (i.e., the new reel) following this transaction.

Transfer - The transaction number that affected this inventory item following this transaction at the old inventory site. (Since the inventory site did not change on a Transfer transaction, this is the same as the To Previous Transaction Number). The transaction number that affected this inventory item following this transaction at the old inventory site. (Since the inventory site did not change on a Transfer transaction, this is the same as the From Previous Transaction Number).

Transfer Reversal - The transaction number that affected this inventory item following this transaction at the old inventory site. (Since the inventory site did not change on a Transfer Reversal transaction, this is the same as the To Previous Transaction Number). The transaction number that affected this inventory item following this transaction at the old inventory site. (Since the inventory site did not change on a Transfer Reversal transaction, this is the same as the From Previous Transaction Number).

Transfer Receipt - The transaction number that affected this inventory item following this transaction at the old inventory site. If this is non-serialized material without an inventory balance

or if this is serialized material, the From Next Transaction is 0 since this is the end of its transaction chain (unless the transfer receipt is reversed, then the From Next Transaction is the transaction number of the Transfer Receipt Reversal). The transaction number that affected this inventory item following this transaction at the new inventory site.

Transfer Receipt Reversal - The transaction number that affected this inventory item following this transaction at the new inventory site. If this is non-serialized material without an inventory balance or if this is serialized material, the From Next Transaction is 0 since this is the end of its transaction chain. The transaction number that affected this inventory item following this transaction at the old inventory site.

Reclassify to Exempt - The transaction number that affected this inventory item following this transaction. If this is non-serialized material without an inventory balance or if this is serialized material, the From Next Transaction is 0 since this is the end of its transaction chain.

Reclassify from Exempt - The transaction number that affected this inventory item following this transaction.

Return - The transaction number that affected this inventory item following this transaction. If this is non-serialized material without an inventory balance or if this is serialized material, the From Next Transaction is 0 since this is the end of its transaction chain.

Disbursement - The transaction number that affected this inventory item following this transaction. If this is non-serialized material without an inventory balance or if this is serialized material, the From Next Transaction is 0 since this is the end of its transaction chain.

Disbursement Reversal - The transaction number that affected this inventory item prior to this transaction.

Remove to Good - The transaction number that affected this inventory item prior to this transaction.

Remove to Good Reversal - The transaction number that affected this inventory item following this transaction. If this is non-serialized material without an inventory balance or if this is serialized material, the From Next Transaction is 0 since this is the end of its transaction chain.

Junk - The transaction number that affected this inventory item following this transaction. If this is non-serialized material without an inventory balance or if this is serialized material, the From Next Transaction is 0 since this is the end of its transaction chain.

Recover from Junk - The transaction number that affected this inventory item following this transaction.

The Remarks text box displays the remarks that were entered at the time the transaction was created.

Using the PREVIOUS and NEXT buttons allows you to trace the history of an inventory item. Press the PREVIOUS button to have the system display the previous transaction that affected this inventory item at this inventory site. Press the NEXT button to have the system display the next transaction that affected this inventory item at this inventory site.

To print a Transaction Details report, press the PRINT button. The PRINT dialog as shown in Fig. 98 is displayed.

This dialog allows you to print a report. The Reports grid contains a list of the available reports. The Copies text box sets the number of copies to print and defaults to 1. The Print to File check box allows you to save the report in a file instead of printing it on paper. The Printer text box displays your default printer. To change the printer, press the PRINTER button. The PRINT SETUP dialog as shown in Fig. 99 is displayed.

This is the Microsoft Windows Print Setup dialog that allows you to change your default printer.

To get help while on the PRINT dialog, press the HELP button. To close the dialog without printing, press the CANCEL button.

To print a copy of the current window as an image (aka screen print), select Print Form as Image from the Reports grid and press the OK button. An image of the TRANSACTION DETAILS window is printed.

To print a Transaction Details report, which shows the To and From sides of the transaction simultaneously, select Transaction Details Report from the Reports grid and press the OK button. A Transaction Details report similar to the one shown below is generated.

TRANSACTION DETAILS
By: Karin Olinger (yjlgrqd)
Date: 07/18/1996
Job: MA04MJTD
Site:

Transaction Data:
   Transaction Number: 12799   CUID: YJLGRQD
      Transaction Type: Inventory Status Change   Date: 07/18/1996   Time: 14:59:25
   Material Description: 10A1-200/30   Quantity: 1   Amount: $90.58
            Remarks:

Transaction Details:
   FROM:
   Inventory Site: LOUE   Job: OrderMaster No.:
   Serial Number: Print: Line Number:
         Status: U   Step: Return To Loc:
         Balance: 2   GeoLoc: 51338   Return Auth. No.:
   Destination Site: FC/FRC: 5CS0

      Previous Transaction Number: 12798   Next Transaction Number: 12801

   TO:
   Inventory Site: LOUE   Job: OrderMaster No.:
   Serial Number: Print: Line Number:
         Status: AR   Step: Return To Loc:
         Balance: 1   GeoLoc: 51338   Return Auth. No.:
   Destination Site: FC/FRC: 5CS0

      Previous Transaction Number: 12798   Next Transaction Number: 12801

To get additional help while on the Transaction Details dialog, press the HELP button. To close the dialog, press the CLOSE button.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

VIEW MULTIPLE TRANSACTIONS

To view multiple transactions, press the Show Transactions toolbar button located on the main MATERIALS MANAGEMENT window or select "Show Transactions" from the Inventory menu. The SHOW TRANSACTIONS dialog as shown in Fig. 100 is displayed. This function is available at all times to any Materials Management user.

To identify the transactions to view, you must provide the following information:

Inventory Site - Type a valid inventory site in the Inventory Site list box or select one from its drop down list. The drop down list contains a list of all inventory sites including warehouse and

Refurbished Central Office Equipment (RCOE) sites. If the inventory site entered is not valid, the system displays an appropriate error message when you leave this field. Respond to the message by pressing OK.

Next, click the Multiple Transactions radio button (this is the default) to indicate that you wish to view multiple transactions. Once clicked, you may optionally view transactions of a specific type, within a specific date range, or for a specific inventory item. To filter the transactions to be displayed identify one or more of the following:

Transaction Type - Select a valid transaction type from the Transaction Type drop down list to indicate that only transactions of a specific type are to be displayed or accept the default of "ALL". Available transaction types are Order Receipt, Order Receipt Reversal, Assignment, Unassignment, Inventory Addition, Inventory Deletion, Inventory Status Change, Split A Reel, Reclassify to Exempt, Reclassify from Exempt, Transfer, Transfer Reversal, Transfer Receipt, Transfer Receipt Reversal, Return, Disbursement, Disbursement Reversal, Junk, Recover from Junk, Remove to Good, and Remove to Good Reversal.

Begin Date - Type a valid date in the Begin Date text box to indicate that only transactions created on this date or later are to be displayed. There is no default.

End Date - Type a valid date in the End Date text box to indicate that only transactions created prior to this date or earlier are to be displayed. The End Date defaults to the current date.

You may view the transactions for a specific inventory item by selecting the Filter by Inventory Item check box and selecting one of the following radio buttons:

Material Description - Select this radio button to view transactions for a particular serialized or non-serialized material description (This is the default). Type a valid material description in the Material Description text box. You may type an entire material description to view transactions involving that material description or you may type a partial material description using an asterisk (*) to view material descriptions starting and/or ending with the portion you provided as described earlier. Material Description is the default radio button.

Serial Number - Select this radio button to view transactions for a particular serial number. Type a serial number in the Serial Number text box. You may type an entire serial number to view transactions involving a that serial number or you may type a partial serial number using an asterisk (*) to view transactions involving a serial number starting and/or ending with the portion you provided. For example, 234* displays inventory items having a serial number starting with "2.34";

*234 displays inventory items having a serial number ending in "234"; 2*4 displays inventory items having a serial number starting with "2" and ending in "4".

To get additional help while on this dialog, press the HELP button. To close this dialog without displaying transactions, press the CANCEL button. To close this dialog and display the transactions that meet your criteria, press the OK button. The system displays an appropriate error message if the following conditions occur:

If the material description is not valid.

If an invalid date is entered (e.g., 2/31/95).

If the begin date or end date is greater than the current date.

If the begin date is greater than the end date.

Respond to the message by pressing OK.

If no errors occur and there are transactions that exist for the criteria specified, the INVENTORY TRANSACTION SCAN RESULTS window as shown in Fig. 101 is displayed; otherwise an appropriate message is displayed indicating that there were no transactions found. Respond to the message by pressing OK.

This window displays the results of the transaction scan. The Active Filters frame displays the filters used to run the transaction scan as follows:

Inventory Site - The inventory site responsible for the identified inventory item.

Transaction Type - If you specified that only transactions of a certain type were to be displayed, this field displays the transaction type selected; otherwise it displays "ALL".

Material Description - If you specified that only transactions of a certain material description were to be displayed, this field displays the material description selected; otherwise it is blank.

Serial Number - If you specified that only transactions of a certain serial number were to be displayed, this field displays the serial number selected; otherwise it is blank.

Begin Date - If you specified that only transactions created on or after a certain date were to be displayed, this field displays the date selected; otherwise it is blank.

End Date - If you specified that only transactions created on or before a certain date were to be displayed, this field displays the date selected; otherwise it displays the current date.

The Records frame displays the total number of transactions found.

The Transactions grid displays a list of transactions starting with the most recent transaction for the identified filters. The following information is displayed:

Number - The number of the transaction.

Date - The date the transaction was created.

Type - The type of transaction created.

Quantity - The quantity involved in the transaction.

To view a transaction in more detail, double-click a transaction in the Transactions grid. The TRANSACTION DETAILS dialog as shown in Fig. 102 is displayed.

This dialog displays details about the selected transaction as described earlier.

To close the TRANSACTION DETAILS dialog, press the CLOSE button. To close the INVENTORY TRANSACTION SCAN RESULTS window, double-click the control box located in the upper left corner of the window.

VIEW A SINGLE TRANSACTION

To view a single transaction, press the Show Transactions toolbar button located on the main MATERIALS MANAGEMENT window or select "Show Transactions" from the Inventory menu. The SHOW TRANSACTIONS dialog as shown in Fig. 103 is displayed. This function is available at all times to any Materials Management user.

To identify the transaction to view, you must provide the following information:

Inventory Site - Type a valid inventory site in the Inventory Site list box or select one from its drop down list. The drop down list contains a list of all inventory sites including warehouse and Refurbished Central Office Equipment (RCOE) sites. If the inventory site entered is not valid, the system displays an appropriate error message when you leave this field. Respond to the message by pressing OK.

Next, click the Transaction No. radio button to indicate that you wish to view a specific transaction and type the transaction number in the Transaction Number text box.

To get additional help while on this dialog, press the HELP button. To close this dialog without viewing the transaction, press the CANCEL button. To close this dialog and display the

identified transaction, press the OK button. If the transaction number entered does not exist, the system displays an appropriate error message. Respond to the message by pressing OK.

If no errors occur, the TRANSACTION DETAILS dialog as shown in Fig. 104 is displayed.

This dialog displays details about the selected transaction as described earlier. To close the TRANSACTION DETAILS dialog, press the CLOSE button.

OSPCM MATERIALS MANAGEMENT – BS IV

INTRODUCTION

The purpose of MATERIALS MANAGEMENT Business Solution Area IV is to gain consensus on how material requirements are handled when the Jobentry-EWO application makes one or more of the following changes to substep (a substep is a breakdown of the work required on a job step):

(1)   indicates that the material requirement is no longer needed either because the job or substep was deleted;

(2)   changes the description of the material required on the substep;

(3)   changes the custom features required on the substep (i.e., creating, updating, or deleting the custom features); and

(4)   changes the quantity of material required on the substep.

When a change is made to a substep, Jobentry-EWO checks the material status of the substep and, based on that status, decides whether or not to call a Materials Management function to handle any material that may have already been procured (for the purposes of this document, "procured" includes the following material status: ordered, shipped, transfer requested, and transferred) or assigned to that substep. A substep can have one of the following material status:

(1)   **Unnecessary** – the substep requires no material;

(2)   **Needed** – all of the material required on the substep has not yet been procured; pending orders or transfers may exist or a partial assignment may exist (a pending order or transfer is one in which the ordered or transferred material has not been received into inventory). If the remaining needed quantity on the substep is greater than zero but less than the substep's order quantity, the requirement is "partially satisfied";

(3)   **Ordered** – the material required on the substep has been ordered; a pending transfer or partial assignment may also exist. The substep obtains a material status of "ordered" because that is the method of procurement used last;

(4)   **Shipped** – the material required on the substep has been shipped; a pending transfer or partial assignment may also exist;

(5)   **Transfer requested** – the material required on the substep has been requested for transfer; a pending order or partial assignment may also exist. The substep obtains a material status of "transfer requested" because that is the method of procurement used last;

(6)   **Transferred** – the material required on the substep has been transferred; a pending order or partial assignment may also exist;

(7)   **Received** – all of the material required on the substep has been received and assigned to the substep; no pending orders or transfer exist; and

(8)   **Disbursed** – all of the material required on the substep has been reported and the substep is complete.

If a material requirement has changed (e.g., material description) and the substep has a material status of "needed", a call is made to Materials Management because the substep may be partially satisfied. If needed, any pending orders or transfers are disassociated from the substep and any material assigned to the substep is unassigned.

If the requirement is no longer needed (e.g., the substep is deleted) and the substep has a material status of "needed", a call is made to Materials Management only if the requirement has been partially satisfied; otherwise no call is made.

Regardless of the change made, if the substep has one of the "procured" material statuses, a call is made to Materials Management to disassociate any pending orders or transfers from the substep and to unassign any material that may be assigned to the substep.

Regardless of the change made, if the substep has a material status of "unnecessary", no call is made to Materials Management since material is not needed or the substep is complete. If the substep has a material status of "disbursed", Jobentry-EWO does not allow changes to be made.

The Materials Management function handles on type of change at a time. If multiple changes are to be made, the order in which the changes should be processed is as follows: (1) a change in material description or custom features; and (2) a change in order quantity.

Depending on the nature of the change and the material status of the substep at the time of the change, one or more of the following may occur when a call is made to Materials Management:

(1)   **Pending transfers may be disassociated from the substep** – Disassociating the substep from its transfer will mean that any material transferred for that substep will be received into inventory as unassigned material upon delivery;

(2)   **Pending orders may be disassociated from the substep** - Disassociating the substep from its order will mean that any material ordered for that substep will be received into inventory as unassigned material upon delivery;

(3)   **Material assigned to the substep may be unassigned** – Unassigning the material from the substep means that the material is no longer reserved for use on that substep;

(4)   **The remaining needed quantity on the substep may be adjusted**; and

(5)   **The material status of the substep may be changed.**

After the material which has already been procured or assigned to the substep has been successfully handled, Jobentry-EWO may delete the substep, change the description of the material required, create/update/delete the custom features required, or change the quantity required.

MATERIAL REQUIREMENT IS NO LONGER NEEDED

A substep may be deleted when an engineer makes a revision to an approved job and the substep is no longer required or an entire job may be cancelled because of budget reasons, etc. If a substep is to be deleted or a job is to be cancelled, any material that has already been procured or assigned to the substep(s) must be handled. To do so, Jobentry-EWO provides the identifier of the substep, the substep's old order quantity, and a new order quantity equal to zero to the Materials Management function (if canceling a job, Jobentry-EWO must call this function for each substep requiring material within the job). Passing a new order quantity of zero means that the requirement is no longer needed which prompts the system to take the appropriate action.

NEEDED OR PROCURED STATUS

If the material needed on a substep has already been procured or partially satisfied, any pending orders or transfers must be entirely disassociated from the substep and any material already assigned to the substep must be unassigned as follows:

(1)   **Transfer Request** – If the substep has a pending transfer, the action taken by the system depends on whether or not the transfer request has been approved;

(a)   **Unapproved** – If the transfer request has not been approved, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed. If multiple transfer requests exist, the system disassociates the substep from each transfer request found;

(b)   **Approved** – If the transfer request has been approved, the substep is disassociated from the transfer request, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted. If multiple transfer requests exist, the system disassociates the substep from each transfer request found;

(2)   **Order Request** – If the substep has a pending order, the system changes the quantity to be assigned to the substep to zero. If multiple orders exist, the system changes the quantity to be assigned to the substep to zero on each order found;

(3) **Assignment** – If the substep has an assignment, the system takes the following action: (a) decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity assigned to the substep; and (b) records an unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment found. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

Disassociation occurs first from the transfers, then from the orders, and then from the assignments until the old order quantity has been disassociated or there are no more orders, transfers, or assignments from which to disassociate, whichever comes first.

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned (the fact that no disassociations or unassignments may be done is NOT considered an error). If a flag of success is returned, Jobentry-EWO changes the status of the substep to "DE" (deleted).

RECEIVED STATUS

If the material needed on the substep has already been received, all of the material assigned to the substep must be unassigned as follows: (1) the associated inventory item's assigned balance is decreased and its unassigned balance is increased by the quantity assigned to the substep; and (2) records an Unassignment material inventory transaction. If multiple assignments exists, the system creates an Unassignment material inventory transaction for each assignment found. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO changes the status of the substep to "DE" (deleted).

CHANGING THE MATERIAL DESCRIPTION OR A CUSTOM FEATURE OF A SUBSTEP

If the material description or custom feature is to be changed on a substep, any material that has already been procured or assigned to the substep(s) must be handled. To do so, Jobentry-EWO provides the identifier of the substep, the substep's old order quantity, and new order quantity equal to the substep's old order quantity to the Materials Management function. Passing a new order quantity equal to the old order quantity means that the material description or a custom feature of the substep has changed which prompts the system to take the appropriate action.

NEEDED OR PROCURED STATUS

If the material needed on a substep has already been procured or partially satisfied, any pending orders or transfers must be entirely disassociated from the substep and any material already assigned to the substep must be unassigned as follows:

(1) **Transfer request** – If the substep has a pending transfer, the action taken by the system depends on whether or not the transfer request has been approved;

    (a)   **Unapproved** – If the transfer request has not been approved, the substep is disassociated from the transfer request and, if the request was not made for any

other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed. If multiple transfer requests exist, the system disassociates the substep from each transfer request found; and

(b)   **Approved** – If the transfer request has been approved, the substep is disassociated from the transfer request, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted. If multiple transfer requests exist, the system disassociates the substep from each transfer request found;

(2)   **Order request** – If the substep has a pending order, the system changes the quantity to be assigned to the substep to zero. If multiple orders exist, the system changes the quantity to be assigned to the substep to zero on each order found; and

(3) **Assignment** – If the substep has an assignment, the system takes the following action: (a) Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity assigned to the substep; and (b) Records an Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment found. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

Disassociation occurs first from the transfers, then from the orders, and then from the assignments until the old order quantity has been disassociated or there are no more orders, transfers, or assignments from which to disassociate, whichever comes first.

After all orders, transfers, and assignments have been disassociated, the system resets the substep's remaining needed quantity back to the old order quantity and its material status back to "needed". If disassociation was not needed because the substep's remaining needed quantity was equal to the old order quantity, the system just sets the remaining needed quantity to the old order quantity and the material status to "needed".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-

EWO changes the material description required on the substep to the new material description or creates, updates, or deletes the custom feature required.

The new material may be procured using the methods described in Business Solutions I and II (BS1OVER.DOC and BS2OVER.DOC).

RECEIVED STATUS

If the material needed on a substep has already been received, all of the material assigned tot he substep must be unassigned as follows: (1) The associated inventory item's assigned balance is decreased and its unassigned balance is increased by the quantity assigned to the substep; and (2) Records an Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment found. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

After all material has been unassigned, the system resets the substep's remaining needed quantity back to the old order quantity and its material status back to "needed".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO changes the material description required on the substep to the new material description or creates, updates, or deletes the custom feature required.

The new material may be procured using the methods described in Business Solutions I and II (BS1OVER.DOC and BS2OVER.DOC).

INCREASE THE ORDER QUANTITY OF A SUBSTEP

No matter what the material status of the substep, if the order quantity of a substep is to be increased, the substep's remaining needed quantity and its material status must be changed so that more material may be procured. To do so, Jobentry-EWO provides the identifier of the substep, the substep's old order quantity, and the substep's new order quantity to the Materials Management function. Passing a new order quantity greater than the old order quantity means that more material is needed which prompts the system to take the following action: (1) Increases

the substep's remaining needed quantity by the difference between the new order quantity and the old quantity; and (2) Resets the substep's material status to "needed".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO increases the substep" order quantity.

The additional material may be procured using the methods described in Business Solutions I and II (BS1OVER.DOC and BS2OVER.DOC).

DECREASE THE ORDER QUANTITY OF A SUBSTEP

If the order quantity of a substep is to be decreased, any material that has already been procured or assigned to the substep(s) must be handled. To do so, Jobentry-EWO provides the identifier of the substep, the substep's old order quantity, and the substep's new order quantity to the Materials Management function. Passing a new order quantity less than the old order quantity means that less material is needed which prompts the system to take the appropriate action.

NEEDED STATUS

If the material needed on a substep has not been procured or has been partially satisfied, there remains some quantity still to be satisfied on the substep. If that is the case, the system decreases the substep's remaining needed quantity by the difference between the old order quantity and the new order quantity or by as much as it can before the decreasing the quantity to be assigned from any pending orders or transfers or before decreasing the quantity that may be already assigned to the substep.

If the substep's remaining needed quantity is not enough to satisfy the decrease in the quantity needed (remaining needed quantity, decrease in quantity), the system decreases the substep's remaining needed quantity by as much as it can until the remaining needed quantity reaches zero and then disassociates the difference from any pending transfers, pending orders, or assignments as follows:

(1)   **Transfer Request** – If the substep has a pending transfer, the action taken by the system depends on whether or not the transfer request has been approved;

(a) **Unapproved** – If the transfer request has not been approved, the substep is disassociated from the transfer request by the quantity remaining to be decreased or by as much as it can, whichever is smaller. If the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed. If multiple transfer requests exist, the system disassociates the substep from each transfer request found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more transfer requests from which to disassociate;

(b) **Approved** – If the transfer request has been approved, the substep is disassociated from the transfer request by the quantity remaining to be decreased or by as much as it can, whichever is smaller, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted. If multiple transfer requests exist, the system disassociates the substep from each transfer request found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more transfer requests from which to disassociate;

(2) **Order Request** – If the substep has a pending order, the system decreases the quantity to be assigned to the substep by the quantity remaining to be decreased or by as much as it can, whichever is smaller. If multiple orders exist, the system decreases the quantity to be assigned to the substep on each order found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more orders from which to disassociate; and

(3) **Assignment** – If the substep has an assignment, the system takes the following action: (a) Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity remaining to be decreased; and (b) Records an Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment that was decreased. If the inventory item is

non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

Disassociation occurs first from the transfers, then from the orders, and then from the assignments until the decrease in quantity has been satisfied or there are no more orders, transfers, or assignments from which to disassociate, whichever comes first.

After all order, transfers, and assignments have been disassociated, the system adjusts the substep's material status to the appropriate value as follows: (1) If the quantity assigned to the substep is equal to the substep's new order quantity, its material status is set to "received"; (2) If a pending order exists for the substep, its material status is set to "ordered"; (3) If an unapproved pending transfer exists for the substep, its material status is set to "transfer requested"; and (4) If an approved pending transfer exists for the substep, its material status is set to "transferred".

If the entire decrease is taken from the substep's remaining needed quantity (remaining needed quantity >= decrease in quantity), disassociation is not needed and the system adjusts the substep's material status tot he appropriate value as follows: (1) if the substep's remaining needed quantity is still greater than zero, its material status is set to "needed"; (2) if the quantity assigned tot he substep is equal to the substep's new order quantity, its material status is set to "received"; (3) if a pending order exists for the substep, its material status is set to "ordered"; (4) if an unapproved pending transfer exists for the substep, its material status is set to "transfer requested"; (5) if an approved pending transfer exists for the substep, its material status is set to "transferred".

If no errors are found during this process, a flag of success is returned tot he calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO decreases the substep's order quantity.

PROCURED STATUS

If the material needed on a substep has been procured, there is no quantity still to be satisfied on the substep. If that is the case, the system decreases the quantity to be assigned from any pending orders or transfers and decreases the quantity that may be already assigned to the substep by difference between the old order quantity and the new order quantity as follows:

(1)   **Transfer Request** – If the substep has a pending transfer, the action taken by the system depends on whether or not the transfer request has been approved:

(a) **Unapproved** – If the transfer request has not been approved, the substep is disassociated from the transfer request by the quantity remaining to be decreased or by as much as it can, whichever is smaller. If the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed. If multiple transfer requests exist, the system disassociates the substep from each transfer request found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more transfer requests from which to disassociate;

(b) **Approved** – If the transfer request has been approved, the substep is disassociated from the transfer request, but t5he transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted. If multiple transfer requests exist, the system disassociates the substep from each transfer request found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more transfer requests from which to disassociate;

(2) **Order Request** – If the substep has a pending order, the system decreases the quantity to be assigned to the substep by the quantity remaining to be decreased or by as much as it can, whichever is smaller. If multiple orders exist, the system decreases the quantity to be assigned to the substep on each order found by the quantity remaining to be decreased until the decrease in quantity has been satisfied or there are no more orders from which to disassociate; and

(3) **Assignment** – If the substep has an assignment, the system takes the following action: (a) decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity remaining to be decreased; and (b) Records an Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment that was decreased. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment

transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

Disassociation occurs first from the transfers, then from the orders, and then from the assignments until the decrease in quantity has been satisfied or there are no more orders, transfers, or assignments from which to disassociate, whichever comes first.

After all orders, transfers, and assignments have been disassociated, the system adjusts the substep's material status to the appropriate value as follows: (a) If the quantity assigned to the substep is equal to the substep's new order quantity, its material status is set to "received"; (b) If a pending order exists for the substep, its material status is set to "ordered"; (c) If an unapproved pending transfer exists for the substep, its material status is set to "transfer requested"; and (d) If an approved pending transfer exists for the substep, its material status is set to "transferred".

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO decreases the substep's order quantity.

RECEIVED STATUS

If the material needed on a substep has already been received, the system decreases the quantity assigned tot he substep as follows: (a) Decreases the associated inventory item's assigned balance and increases its unassigned balance by the difference between the old order quantity and the new order quantity; and (b) Records and Unassignment material inventory transaction. If multiple assignments exist, the system creates an Unassignment material inventory transaction for each assignment that was decreased. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

If no errors are found during this process, a flag of success is returned to the calling application; otherwise a flag of failure is returned. If a flag of success is returned, Jobentry-EWO decreases the substep's order quantity.

INTRODUCTION

The purpose of MATERIALS MANAGEMENT Business Solution Area IV is to gain consensus on how material requirements are handled when the JOBENTRY-EWO application makes the following changes to a job or substep (a substep is a breakdown of the work required on a job step): (1) Deletes or cancels a substep; (2) Cancels a job; and (3) Changes the material required, custom feature required, or the quantity of material required on the substep.

MATERIALS MANAGEMENT uses the following functions to respond to a job or substep change: (1) Disassociate the material request from the substep; (2) Decrease the quantity to be assigned to the substep; and (3) Unassign the material from the substep.

When a change is made to a job or substep requiring material, JOBENTRY-EWO checks the material status of the substep and call the appropriate MATERIALS MANAGEMENT function based on that status. If the substep has a material status of "unnecessary", "needed", or "disbursed", no call is made, since material is not needed, has not been assigned or procured, or the substep is complete.

A substep can have one of the following status:

(1)   **Unnecessary** – The substep requires no material;

(2)   **Needed** – The material required on the substep has not yet been procured;

(3)   **Ordered** – The material required on the substep has been ordered;

(4)   **Shipped** – The material required on the substep has been shipped;

(5)   **Transfer Requested** – The material required on the substep has been requested for transfer;

(6)   **Transferred** – The material required on the substep has been transferred;

(7)   **Received** – The material required on the substep has been received and assigned to the substep; and

(8)   **Disbursed** – The material required on the substep has been reported and the substep is complete.

For the purposes of this document, "procured" includes the following material statuses: Ordered, Shipped, Transfer Requested, and Transferred.

DELETING/CANCELLING A SUBSTEP

A substep may be deleted/cancelled when an engineer makes a revision to an approved job and the substep is no longer required (Jobentry-EWO makes a distinction between when a substep is cancelled as opposed to being deleted. Materials Management makes no such distinction and the same function is called regardless). Before the substep can be deleted/cancelled, any material that has already been procured or assigned to the substep must be handled.

PROCURED STATUS

If the material needed on a substep has already been procured, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to disassociate the material request from the substep. This function expects the identifier of the substep to be passed to it. Disassociating the substep from its material request will mean that any material ordered or transferred for that substep will be received into inventory as unassigned material upon delivery.

The action the system takes to disassociate the substep from its material request depends on whether the request for material was made via an order or a transfer:

(1)　**Order Request** – If the request was made via an order, the system changes the quantity to be assigned to the substep to zero;

(2)　**Transfer request** – If the request was made via a transfer, the action taken by the system depends on whether or not the transfer request has been approved;

　　(a)　**Unapproved** – If the transfer request has not been approved, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed; and

　　(b)　**Approved** – If the transfer request has been approved, the substep is disassociated from the transfer request, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted.

A flag of success or failure is returned to the calling application. If there are no material requests to be disassociated, a flag of success is still returned to the calling application. If the substep is successfully disassociated, JOBENTRY-EWO deletes/cancels the substep.

RECEIVED STATUS

If the material is needed on a substep has already been received, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to <u>unassign</u> the material from the substep. This function expects both the identifier of the substep and a quantity to be unassigned to be passed to it. Since the substep is going to be deleted/cancelled, the quantity to be unassigned is equal to the substep's order quantity (a substep's order quantity is the quantity required to do the work on the substep. If cable is required, the order quantity usually includes extra footage to account for any splice loss that may be incurred while placing the cable). Unassigning the material from the substep means that the material is no longer reserved for use on that substep.

The system unassigns the inventory item from the substep as follows: (1) Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity assigned to the substep; (2) Records an Unassignment material inventory transaction. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management; (3) Recalculates the remaining needed quantity on the substep from which the inventory item was unassigned, and if it is greater than zero, puts the requirement back in a "needed" status.

A flag of success or failure is returned to the calling application. If there are no unassignments to be made, a flag of success is still returned to the calling application. If the material is successfully unassigned from the substep, JOBENTRY-EWO deletes/cancels the substep.

CANCELING A JOB

A job may be canceled through the JOBENTRY-EWO application because of budget reasons, etc. Before the job can be canceled, material that has already been procured or assigned to <u>each</u> substep within that job must be handled.

PROCURED STATUS

If the material needed on a substep has already been procured, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to <u>disassociate</u> the material request from each substep within that job that has procured material. This function expects the identifier of the substep to be passed to it. Disassociating the substep from its material request will mean that any material ordered or transferred for that substep will be received into inventory as unassigned material upon delivery.

The action the system takes to disassociate the substep from its material requests depends on whether the request for material was made via n order or a transfer:

(1)   **Order Request** – If the request was made via an order, the system changes the quantity to be assigned to the substep to zero;

(2)   **Transfer Request** – If the request was made via a transfer, the action taken by the system depends on whether or not the transfer request has been approved;

(a)   **Unapproved** – If the transfer request has not been approved, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed;

(b)   **Approved** – If the transfer request has been approved, the substep is disassociated from the transfer request, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted.

A flag of success or failure is returned to the calling application. If there are no material requests to be disassociated, a flag of success is still returned to the calling application. If the substep is successfully disassociated, JOBENTRY-EWO deletes/cancels the substep. If all substeps are successfully disassociated, JOBENTRY-EWO cancels the job.

RECEIVED STATUS

If the material needed on a substep has already been received, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to unassign the material from each substep within that job that has material assigned to it. This function expects both the identifier of the substep and a quantity to be unassigned to be passed to it. Since the substep is going to be deleted/cancelled, the quantity to be unassigned is equal tot he substep's order quantity. Unassigning the material from the substep means that the material is no longer reserved for use on that substep.

The system unassigns the inventory item from the substep as follows: (1) Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity assigned to the substep; (2) Records an Unassignment material inventory transaction. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to asset Management; otherwise it is marked as not to be sent to Asset Management; and (3) Recalculates the remaining needed quantity on the substep from which the inventory item was unassigned, and if it is greater than zero, puts the requirement back in a "needed" status.

A flag of success or failure is returned to the calling application. If there are no unassignments to be made, a flag of success is still returned to the calling application. If the material is successfully unassigned from the substep, JOBENTRY-EWO deletes/cancels the substep. If the material is successfully unassigned from all substeps, JOBENTRY-EWO cancels the job.

CHANGING A MATERIAL REQUIREMENT FOR A SUBSTEP

A change in a material requirement for a job substep can occur for the following reasons: (1) a different material description is required; (2) a custom feature of the material is changed; and (3) the required quantity changes.

PROCURED STATUS

Decrease in the Quantity Required

For a decrease in the quantity required, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to decrease the quantity that should be assigned to the substep once the item is received into inventory. This function expects both the identifier of the substep and

the quantity that is no longer needed to be passed to it. Since the required quantity is going to be decreased, this quantity is equal to the difference between the old quantity and the new quantity.

The action the system takes to decrease the quantity to be assigned to the substep depends on whether the request for material was made via an order or a transfer:

(1)   **Order Request** – If the request was made via an order, the system decreases the quantity to be assigned to the substep by the quantity no longer needed;

(2)   **Transfer Request** – If the request was made via a transfer, the action taken by the system depends on whether or not the transfer request has been approved;

    (a)   **Unapproved** – If the transfer request has not bee approved, the quantity to be assigned to the substep is decreased by the quantity no longer needed. If the quantity to be assigned is reduced to zero, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed; and

    (b)   **Approved** – If the transfer request has been approved, quantity to be assigned to the substep is decreased by the quantity no longer needed, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted.

A flag of success or failure is returned to the calling application. If the quantity to be assigned is reduced successfully, JOBENTRY-EWO decreases the substep's order quantity.

Increase in the Quantity Required

For an increase in the quantity required, JOBENTRY-EWO does not call a MATERIALS MANAGEMENT function. JOBENTRY-EWO makes the needed adjustments itself as follows: (1) Increases the substep's order quantity by the additional quantity needed; (2) Calculates the remaining quantity needed on the substep (new qty – old qty); and (3) Changes the material status of the substep back to "needed".

The additional material may be procured using the methods described in Business Solutions I and II (BS1OVER.DOC and BS2OVER.DOC).

Change in Material Description of Custom Feature

For a change in material description or custom feature, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to <u>disassociate</u> the material request from the substep. This function expects the identifier of the substep to be passed to it. Disassociating the substep from its material request will mean that any material ordered or transferred for that substep will be received into inventory as unassigned material upon delivery.

The action the system takes to disassociate the substep from its material request depends on whether the request for material was made via an order or a transfer;

(1)   **Order Request** – If the request was made via an order, the system changes the quantity to be assigned to the substep to zero;

(2)   **Transfer Request** – If the request was made via a transfer, the action taken by the system depends on whether or not the transfer request has been approved;

     (a)   **Unapproved** – If the transfer request has not been approved, the substep is disassociated from the transfer request and, if the request was not made for any other substep, the transfer request is deleted because the inventory item has not yet been transferred. If the request was made to satisfy multiple substeps, the transfer request is not deleted so that it may still be approved for the remaining substeps for which it is needed.; and

     (b)   **Approved** – If the transfer request has been approved, the substep is disassociated from the transfer request, but the transfer request is not deleted because the inventory item has been transferred and may have been shipped. The transfer request must remain in existence so that the inventory item may be receipted.

A flag of success or failure is returned to the calling application. If there are no material requests to be disassociated, a flag of success is still returned to the calling application. If the substep is successfully disassociated, JOBENTRY-EWO takes the following action: (1) Changes the material description required on the substep to the new material description or makes a

change to the custom feature required; (2) Sets the remaining quantity needed on the substep back to its order quantity; and (3) Changes the material status of the substep back to "needed".

The new material may be procured using the methods described in Business Solutions I and II (BS1OVER.DOC and BS2OVER.DOC).

RECEIVED STATUS

Decrease in the Quantity Required

For a decrease in the quantity required, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to <u>unassign</u> the material quantity no longer needed on that substep. This function expects both the identifier of the substep and a quantity to be unassigned to be passed to it. Since the required quantity is going to be decreased, this quantity is equal to the difference between the old quantity and the new quantity. Unassigning the material from the substep means that the material is no longer reserved for use on that substep.

The system unassigns the inventory item from the substep as follows: (1) Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity to be unassigned; (2) Records an Unassignment material inventory transaction. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management; and (3) Recalculates the remaining needed quantity on the substep from which the inventory item was unassigned, and if it is greater than zero, puts the requirement back in a "needed" status.

A flag of success of failure is returned to the calling application. If the material is successfully unassigned from the substep, JOBENTRY-EWO decreases the substep's order quantity.

Increase in the Quantity Required

For an increase in the quantity required, JOBENTRY-EWO does not call a MATERIALS MANAGEMENT function. JOBENTRY-EWO makes the needed adjustments itself as follows: (1) Increases the substep" order quantity by the additional quantity needed; (2) Calculates the remaining quantity needed on the substep (new qty -old qty); and (3) Changes the material status of the substep back to "needed".

The additional material may be procured using the methods described in Business Solutions I and II (BS1OVER.DOC and BS2OVER.DOC).

Change in Material Description or Custom Feature

If the description of the material required changes or a custom feature changes, JOBENTRY-EWO calls a MATERIALS MANAGEMENT function to unassign the material from the substep. This function expects both the identifier of the substep and a quantity to be unassigned to be passed to it. Since the material needed on the substep or a custom feature is changing, the quantity to be unassigned is equal to the substep's order quantity. Unassigning the material from the substep means that the material is no longer reserved for use on that substep.

The system unassigns the inventory item from the substep as follows: (1) Decreases the associated inventory item's assigned balance and increases its unassigned balance by the quantity assigned to the substep; (2) Records an Unassignment material inventory transaction. If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management; and (3) Recalculates the remaining needed quantity on the substep from which the inventory item was unassigned, and if it is greater than zero, puts the requirement back in a "needed" status.

A flag of success or failure is returned to the calling application. If there are no unassignments to be made, a flag of success is still returned to the calling application. If the material is successfully unassigned from the substep, JOBENTRY-EWO takes the following action: (1) Changes the material description required on the substep to the new material description or makes a change to the custom feature required; (2) Sets the remaining quantity needed on the substep back to its order quantity; and (3) Changes the material status of the substep back to "needed".

The new material may be procured using the methods described in Business Solutions I and II (BS1OVER.DOC and BS2OVER.DOC).

INVESTMENT MANAGEMENT REPORT

The Investment Management Report (IMR) provides an index which measures how efficient inventory is managed. The index describes how much inventory was owned over a given period of time and how much it cost the company to own that inventory. The report may be requested by any OSPC user that has access to the Management Reports application.

To request the Investment Management Report, provide the following information:

(1)   **Location** – The state, CMC, or inventory site on which to report. You may print the report for any of the nine states in the BellSouth region, any CMC, or any inventory site. Location must be specified. The following business rules are observed depending on the location specified:

(a)   **State** – The investment records for the specified state are listed on the report;

(b)   **CMC** – The investment records the specified CMC are listed on the report; and

(c)   **Inventory Site** – the investment records for the specified inventory site are listed on the report;

(2)   **Type of Material** – The type of material on which to report. You may choose to print one or more types. Each type selected becomes a separate section of the report. If not specified, every type of material is reported in the order specified below. Valid choices are:

(a)   **Copper Cable** – This section of report contains information on the copper and coax cable investment for the specified state, CMC, or inventory site;

(b)   **Fiber Cable** – This section of the report contains information on the fiber cable investment for the specified state, CMC, or inventory site;

(b)   **All Cable** – This section of the report contains information on the cable (copper, coax, and fiber) investment for the specified state, CMC, or inventory site;

(c)   **Circuit Equipment** – This section of the report contains information on the circuit equipment investment for the specified state, CMDC or inventory site;

(d)   **Miscellaneous** – This section of the report contains information on the non-cable investment (serialized and non-serialized) for the specified state, CMC, or inventory site excluding direct to code inventory and circuit equipment since each of these are reported in a section of its own;

(e)   **Direct to Code** – This section of the report contains information on the direct to code investment for the specified state, CMC, or inventory site excluding circuit equipment since it has a section of its own. Inventory ordered directly to the in-service code (e.g., 22C) is reported here; and

(f)   **All** – This section of the report contains information on the entire investment for the specified state, CMC, or inventory site excluding direct to code inventory and circuit equipment. "ALL" represents the entire investment held in the 12201100 account.

The first part of the report contains information concerning investment:

(1)   **Tot. Investment** – The total investment that the company has in inventory at the specified state, CMC, or inventory site. It is the sum value of the current inventory and of all material disbursed or moved from that location (in dollars). "Moved" inventory is inventory that has been returned, junked, deleted (i.e., write off), transferred out and received, or reclassified as exempt material;

(2)   **Carry Cost** – The cost to the company for holding material in inventory. It is equal to (the percentage carrying cost per year divided by number of days in the year) time (the dollars inventoried times the age of that inventory) plus the sum of the following (the percentage carrying cost per year is currently set at 25% and the number of days in the year is set to 365):

(a)   The dollars disbursed times the age of the inventory before it was disbursed;

(b)   The dollars transferred and received times the age of the inventory before it was received;

(c)   The dollars deleted (i.e., write off) times the age of the inventory before it was deleted;

(d)   The dollars returned times the age of the inventory before it was returned;

(e)   The dollars junked times the age of the inventory before it was junked; and

(f)   The dollars reclassified as exempt times the age of the inventory before it was reclassified;

(3)   **Investment Index** – The calculated indicator which measures how efficiently cable, serialized apparatus, and non-serialized apparatus is managed. It is equal to the total investment divided by the carrying cost.

The second part of the report contains information about the dollars in inventory and the dollars involved in various transactions affecting the inventory balance:

(a) **Inventory** – The dollar value of the end of the month inventory or the current inventory for the current month for the specified state, CMC, or inventory site;

(b) **Transfer Out** – The dollar value of all inventory transferred out of the specified state, CMC, or inventory site during the month. It is calculated based on the total value of Transfer Receipt and Transfer Receipt Reversal transactions that have occurred during the month. Only inventory that has been receipted in the location to which it was transferred is recorded as being transferred out. Inventory still in an in-transit status is recorded as part of your current inventory;

(c) **Placed** – The dollar value of all inventory disbursed during the month from the specified state, CMC, or inventory site. This value represents the dollars used from the inventory, it does not include the dollars junked as a result of a disbursement. It is calculated based on the total value of Disbursement and Disbursement Reversal transactions that have occurred during the month;

(d) **Returned** – The dollar value of all inventory returned to a BST warehouse or to an outside vendor during the month for the specified state, CMC, or inventory site. It is calculated based on the total value of Return transactions that have occurred during the month;

(e) **Junked** – The dollar value of all inventory junked (manually or auto-junked) during the month for the specified state, CMC, or inventory site. It is calculated based on the total value of Junk transactions that have occurred during the month.

(f) **Added** – The dollar value of all inventory added during the month for the specified state, CMC, or inventory site. It is calculated based on the total value of Inventory Addition, Recover from Junk, Remove to Good, Remove to Good Reversal, and Reclassify from Exempt transactions that have occurred during the month;

(g) **Deleted** – The dollar value of all inventory deleted during the month for the specified state, CMC, or inventory site. It is calculated based on the total value of Inventory Deletion transactions that have occurred during the month;

(h)   **Exempted** – The dollar value of all inventory reclassified as exempt material during the month for the specified state, CMC, or inventory site. It is calculated based on the total value of Reclassify to Exempt transactions that have occurred during the month;

(i)   **Receipted** – The dollar value of all ordered or transferred material receipted into inventory during the month for the specified state, CMC, or inventory site. It is calculated based on the total value of Order Receipt, Order Receipt Reversal, Transfer Receipt, and Transfer Receipt Reversal transactions that have occurred during the month;

(j)   **Ratio Plc/Rct** – The ratio of the dollars placed to the dollars receipted during the month for the specified state, CMC, or inventory site. It is calculated by dividing the dollars placed by the dollars receipted during the month; and

(k)   **Days Stock** – The number of days material is held in stock at the specified state, CMC, or inventory site. It is calculated by dividing the dollars inventoried by the average daily placement. The Average daily placement is calculated by dividing the dollars placed by the number days in the month including weekends.

The third part of the report contains information about inventory that is currently over x number of days:

(1)   **Xdays** – The number of days "x" represents. This value is set at 30 days;

(2)   **Inv > Xdays** – The dollar value of all material currently in inventory older than x number of days;

(3)   **%Inv > Xdays** – The percentage of all material currently in inventory older than x number of days. It is calculated by dividing the dollar value of the inventory older than x number of days by the total dollar value of the inventory; and

(4)   **Carry Cost** – The cost to the company for holding material in inventory over x number of days. It is calculated as described earlier, but only the dollars in inventory over x number of days is used as the value for the dollars inventoried.

The fourth part of the report contains information about inventory that is currently over y number of days:

(1)   The fourth part of the report contains information about inventory that is currently over y number of days:

(1)   **Ydays** - the number of days "y" represents. This value is set at 60 days;

(2)   **Inv > Ydays** – The dollar value of all material currently in inventory older than x number of days;

(3)   **%Inv > Ydays** – The percentage of all material currently in inventory older than y number of days. It is calculated by dividing the dollar value of the inventory older than y number of days by the total dollar value of the inventory; and

(4)   **Carry Cost** – The cost to the company for holding material in inventory over y number of days. It is calculated as described earlier, but only the dollars in inventory over y number of days is used as the value for the dollar inventoried.

The fifth part of the report contains information about the million conductor feet (MCF) of copper cable or fiber kilofeet (FKF) of fiber cable that is currently in inventory and involved in various transactions affecting the inventory balance. This portion of the report is blank if reporting on all cable or non-cable.

(1)   **Cable Units** – The cable units report. This value is "MCF" if reporting on copper cable, "FKF" if reporting on fiber cable, or N/A if not reporting on cable;

(2)   **Inv Units** – The MCF of copper cable or FKF of fiber cable at the end of the month inventory or the MCF of copper cable or FKF of fiber cable in the current inventory for the current month;

(3)   **Transfer Out** – The MCF of copper cable or FKF of fiber cable transferred out of the specified state, CMC, or inventory site during the month. It is calculated based on the total number of units on the Transfer Receipt and Transfer Receipt Reversal transactions that have occurred during the month. Only inventory that has been receipted in the location to which it was transferred is recorded as being transferred out. Inventory still in an in-transit status is recorded as part of your current inventory;

(4)   **Placed** – The MCF of copper cable or FKF of fiber cable disbursed during the month for the specified state, CMC, or inventory site. This value represents the MCF or FKF used from inventory, it does not include the MCF or FKF junked as a result of a disbursement. It

is calculated based on the total number of units on the Disbursement and Disbursement Reversal transactions that have occurred during the month;

(5)   **Returned** – The MCF of copper cable or FKF of fiber cable returned to a BST warehouse or to an outside vendor during the month for the specified state, CMC, or inventory site. It is calculated based on the total number of units on the Return transactions that have occurred during the month;

(6)   **Junked** – The MCF of copper cable of FKF of fiber cable junked (manually or auto-junked) during the month for the specified state, CMC, or inventory site. It is calculated based on the total number of units on the Junk transactions that have occurred during the month;

(7)   **Added** – The MCF of copper cable or FKF of fiber cable added to inventory during the month for the specified state, CMC, or inventory site. It is calculated based on the total number of units on the Inventory Addition, Recover from Junk, Remove to Good, Remove to Good Reversal, and Reclassify from Exempt transactions that have occurred during the month;

(8)   **Deleted** – The MCF of copper cable or FKF of fiber cable deleted from inventory during the month for the specified state, CMC, or inventory site. It is calculated based on the total number of units on the Inventory Deletion transactions that have occurred during the month;

(9)   **Exempted** – The MCF of copper cable or FKF of fiber cable reclassified as exempt material during the month for the specified state, CMC, or inventory site. It is calculated based on the total number of units on the Reclassify to Exempt transactions that have occurred during the month;

(10)   **Receipted** – The MCF of copper cable or FKF of fiber cable receipted into inventory via an order or transfer during the month for the specified state, CMC, or inventory site. It is calculated based on the total number of units on the Order Receipt, Order Receipt Reversal, Transfer Receipt, and Transfer Receipt Reversal transactions that have occurred during the month; and

(11)   **Ratio Plc/Rct** – The ratio of the MCF of copper cable or FKF of fiber cable placed to the MCF of copper cable or FKF of fiber cable receipted during the month for the specified state, CMC, or inventory site. It is calculated by dividing the MCF of copper cable placed by the MCF of copper cable receipted during the month or by dividing the FKF of fiber cable placed by the FKF of fiber cable receipted during the month.

The sixth part of the report contains information concerning the dollars, MCF, and FKF involved in various transactions affecting the inventory balance year to date as well as for the last 3 months:

(1) **Material Transferred Out** – The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all inventory transferred out of the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated;

(2) **Material Placed** – The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all inventory disbursed from the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated;

(3) **Material Returned** – The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all inventory returned from the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated;

(4) **Material Junked** – The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all inventory junked (manually and auto-junked) from the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on cable, both MCF and FKF is calculated;

(5) **Material Added** – The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all material added to inventory in the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated;

(6) **Material Deleted Added** – The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all material deleted from inventory in the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated;

(7) **Material Exempted Added** – The dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all inventory reclassified as exempt material in the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated;

(8) **Material Receipted** – the dollar value, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) of all material receipted into inventory via an order or tr4ansfer in the specified state, CMC, or inventory site year to date and for the last 3 months. If reporting on all cable, both MCF and FKF is calculated;

(9) **Ratio Matl Placed/Receipted** – The ratio of the dollars, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) placed to the dollars, MCF (if reporting on copper cable), and FKF (if reporting on fiber cable) receipted year to date and for the last three months in the specified state, CMC, or inventory site. If reporting on all cable, both MCF and FKF is calculated;

(10) **Avg Daily Placement** – The average daily placement of inventory from the specified state, CMC, or inventory site. This value is calculated year to date and for the last 3 months in dollars, MCF (if reporting on copper cable), and FKF (if fiber cable reported). If reporting on all cable, both MCF and FKF is calculated; and

(11) **Days Stock on Hand** – The number of days material is held in stock at the specified state, CMC, or inventory site. This value is calculated year to date and for the last 3 months in dollars, MCF (if copper cable reported), and FKF (if reporting on fiber cable). If reporting on all cable, both MCF and FKF is calculated.

The following business rules are observed when creating the Investment Management Report:

(1) Investment is stored at the inventory site level and summed together when reporting at the state or CMC level;

(2) Investment is calculated on a daily basis rather than a "real-time" basis. In other words, you will get the same results whether you request the IMR at 11:00 AM or 3:00 PM on the same day. Investment is re-calculated each evening after midnight;

(3) The majority of the investment is reported month to date with a column of data for each month reported. Once the end of the month is reached, the investment calculated for that month remains static. If you request the IMR on January 12, you receive the investment from January 1 through January 11. If you request the IMR on March 15, you receive the investment for the months of January and February along with the investment for March 1 through March 14;

(4)   The report period MM/DD/YYYY through MM/DD/YYYY and the number of days in the report period are printed in the heading of the report;

(5)   MCF equals (2 times pair size times footage) divided by 1,000,000;

(6)   FKF equals (fiber count times footage) divided by 1,000;

(7)   The age of an inventory item is calculated by subtracting the current date from the date the inventory item was receipted into inventory;

(8)   Investment is not tracked for warehouse sites nor for Refurbished Central Office Equipment (RCOE) sites; and

(9)   Inventory items marked for emergency use or joint use are not tracked on the Investment Management Report.

Fig. 105 is an exemplary investment management report.

ISSUE SUMMARY REPORT

An Issue Summary Report contains information about issued material. The report is used to print a list of inventory items that have been taken from the inventory site to the job site. The report may be requested by any OSPCM user that has access to the Management Reports application. To request an Issue Summary Report, provide the following information:

(1)   **Location** – The state, CMC, or inventory site on which to report. You may print the report for any of the nine states in the BellSouth region, any CMC, or any inventory site. Location must be specified. The following business rules are observed depending on the location specified:

   (a)   **State** – All inventory items issued in the specified state are listed on the report. A page break occurs for each CMC in the specified state (sorted alphabetically);

   (b)   **CMC** – All inventory items issued in the specified CMC are listed on the report. A page break occurs for each inventory site in the specified CMC (sorted alphabetically); and

   (c)   **Inventory Site** – All inventory items issued in the specified inventory site are listed on the report.

Every open issue in the specified state, CMC, or inventory site is listed on the report and the following information is printed:

(1)   **Inventory Site** – The name of the inventory site from which the material was issued;

(2)   **Issued Date** – The date the material was issued;

(3)   **Job Number** – The job authority for which the material was issued;

(4)   **Resource ID** – The resource ID responsible for the work for which the material was issued. If the inventory item was issued for multiple substeps, the resource ID assigned to each substep and its job number is printed on the report;

(5)   **Material Description** – The description of the material issued;

(6)   **Serial Number** – The serial number of the inventory item issued (if the inventory item is serialized material);

(7)   **Quantity** – The quantity currently issued;

(8)   **Picked Up By** – The identifier (name or initials) of the person to whom the material was issued; and

(9) **In Jeopardy?** – An asterisk (*) here indicates that the material has been issued longer than expected and is in jeopardy of not being used or returned within x number of days. The number of days before issued material is considered "in jeopardy" is set by each CMC.

The report is sorted in ascending order by inventory site, issue date, job number, and resource ID.

SAMPLE REPORT LAYOUT

MP-10305
By: Karin Olinger, YJLGRQD
Date: 08/20/1995   08:14:56 AM
Job: RMMISSUM

ISSUE SUMMARY REPORT
FOR STATE : GA

Page: 1

CMC : LAWR

Inventory Site	Issued Date	Job Number	Resource ID	Material Description	Serial Number	Quantity	Picked Up By	In Jeopardy?
LRVL	08/15/1995	45G003456	KKOT	AFAW-100	S345903411	200	John Smith	*
		45G003456	KKOT					
SNLV	08/20/1995	45G006789	KKOS	AFAW-200		400	MAS	
SNLV	08/20/1995	45G006789	KKOT	10A1-50/30		2	MAS	

MP-10305
By: Karin Olinger, YJLGRQD
Date: 08/20/1995   08:14:56 AM
Job: RMMISSUM

ISSUE SUMMARY REPORT
FOR STATE : GA

Page: 2

CMC : ROME

Inventory Site	Issued Date	Job Number	Resource ID	Material Description	Serial Number	Quantity	Picked Up By	In Jeopardy?
LGRN	08/16/1995	45G004567	KKOT	10B-550/30		1	KKO	*
LGRN	08/16/1995	45G004567	KKOT	ANAW-200	S221189021	400	KKO	*
ROMM	08/18/1995	45G003221	MASR	10A1-50/30		2	Joe Jones	

*** END OF REPORT ***

MAJOR MATERIAL ACTIVITY REPORT

The Major Material Activity Report contains information about material inventory transactions that involve movement in and out of inventory, excluding order receipts, transfer receipts, and disbursements. The report is designed so that a manager is aware of the transaction activity that occurs within an area for which he/she is responsible. Any abnormal activity is invested. The report may be requested by any OSPCM user that has access to the Management Reports application.

To request the Major Material Activity Report, provide the following information:

(1)   **Location** – The state, CMC, or inventory site on which to report. You may print the report for any of the nine states in the BellSouth region, any CMC, or any inventory site. Location must be specified. The following business rules are observed depending on the location specified:

(a)   **State** – All transactions occurring in the specified state are listed on the report. A page break occurs for each CMC in the specified state (sorted alphabetically);

(b)   **CMC** – All transactions occurring in the specified CMC are listed on the report. Note that there is no page break between inventory sites when requesting the report for a specific CMC; and

(c)   **Inventory Site** – All transactions occurring in the specified inventory site are listed on the report.

The report is divided into the following six sections (in the order specified):

(1)   **Material Junked** – This section of the report lists transactions for inventory items junked (either manually by a user or auto-junked by the system) or reclassified as exempt material. It includes transactions of type Junk and Reclassify to Exempt. This section requires a manager's or director's signature acknowledging validity of entries. The signature assures proper controls are implemented to prevent improper junks and reclassification of inventory as exempt material. This section of the report is required to be kept on file for three years;

(2)   **Inventory Record Adjustments** – This section of the report lists transactions for material that was added to inventory from salvage operations, recoveries from previous junkings, reclassification of exempt material as non-exempt material, and physical inventory "write

on/off". It includes transactions of type Inventory Addition, Inventory Deletion, Remove to Good, Remove to Good Reversal, Recover from Junk and Reclassify from Exempt. This section of the report should be reviewed periodically to recognize abnormal activity;

(3)   **Material Returned to Supplier** – This section of the report lists transactions for inventory items that have been sent back to a warehouse or to an outside vendor. It includes transactions of type Return;

(4)   **Material Transferred Out** – This section of the report lists transactions for inventory items that have been transferred from one CMC to another. It includes transactions of type Transfer and Transfer Reversal. The following business rules are observed:

(a)   Only those transactions involving a transfer from an inventory site (as opposed to from a warehouse site) are listed on the report;

(b)   Only those transactions involving a transfer that has not yet been received in the TO inventory site are listed on the report; and

(c)   Only those transactions involving a transfer out of a CMC are listed on the report (i.e., transfers between inventory sites within the same CMC are not listed).

(5)   **Order Receipt Corrections** – This section of the report lists transactions for order receipt corrections. It includes transactions of type Order Receipt Reversal. It is provided for management review. The volume of transactions listed will reflect the accuracy of proper receipting procedures and data entry; and

(6)   **Disbursement Corrections** – This section of the report lists transactions for disbursement corrections. It includes transactions of type Disbursement Reversal. Since all disbursement transactions are mechanically created whenever material usage is reported, numerous correction transactions may indicate a problem with Telco or contractor reporting.

Each section of the report is printed whenever this report is requested. The following information is printed on the report:

(1)   **Tran Type** – The type of transaction report. Valid codes are: "JNK" (Junk); "RTE" (Reclassify to Exempt); "IA" (Inventory Addition; "ID" (Inventory Deletion); "RM" (Remove to Good); "RMR" (Remove to Good Reversal); "RCJ" (Recover from Junk); "RFE" (Reclassify from Exempt); "RT" (Return); "T" (Transfer; "TRV" (Transfer Reversal); "ORR" (Order Receipt Reversal); and "DBR" (Disbursement Reversal);

(2)   **Pair Size** – The pair size of the material. Populated only if the material associated with the transaction has a pair size (e.g., copper cable);

(3)   **Fiber Count** – The fiber count of the material. Populated only if the material associated with the transaction is cable and contains fiber;

(4)   **Cable Gauge** – The cable gauge of the material. Populated only if the material associated with the transaction is cable;

(5)   **Material Description** – The description of the material associated with the transaction;

(6)   **Quantity** – The quantity associated with the transaction (i.e., the quantity junked, the quantity added to inventory, etc.);

(7)   **Value** – The dollar value associated with the transaction (quantity * the average price of the material (the average price of cable is per 100 feet);

(8)   **Serial Number** – The serial number associated with the transaction (if the material is serialized);

(9)   **From Location** – The location from which the transaction was made. Populated when the following transactions are reported: (a) Junk; (b) Reclassify to Exempt; (c) Inventory Deletion; (d) Remove to Good Reversal; (e) Order Receipt Reversal; (f) Return; (g) Transfer; and (h) Transfer Reversal;

(10)   **To Location** – The location to which the transaction was made. Populated when the following transactions are reported: (a) Inventory Addition; (b) Remove to Good; (c) Reclassify from Exempt; (d) Recover from Junk; (e) Return – For a Return transaction, the To Location represents the warehouse or outside vendor to which the material was returned; (f) Disbursement Reversal; (g) Transfer; and (h) Transfer Reversal.

(11)   **Tran Number** – The system generated number of the transaction; and

(12)   **Tran Date** – The date the transaction was created.

The following business rules are observed when creating this report:

(a)   Transactions are reported for the previous month. For example, if the report is requested on January 12th, the report lists only those transactions that occurred during the month of December;

(b)   Each transaction is listed as a separate line on the report;

(c)　Each section of the report is sorted by transaction type;

(d)　Each section of the report is printed regardless of whether or not there are transactions to report. This is done so that we have positive report. The message " *** No Activity to Report *** " is printed if there are no transactions to report in that section;

(e)　Transactions involving less than 50 feet of cable are not listed on the report so that the report size is controlled;

(f)　The Material Junked section contains a line for an approval signature and a note that indicates this section of the report must be retained for three years; and

(g)　The Inventory Record Adjustment section contains a summary of the total dollar value added to inventory and the total dollar value deleted from inventory.

Figs. 106-113 are exemplary major material activity reports.

MATERIAL NOTIFICATION REPORT

The Material Notification Report contains information about the inventory items currently assigned to a job. The report is used to determine the material that is available to begin work. The report may be requested by any OSPCM user that has access to the Management Reports application. To request a Material Notification Report, provide the following information:

(1) **Job Number** – The job authority number of which to report. Job Number is optional but if not specified, Resource ID must be specified; and

(2) **Resource ID** – The resource ID on which to report. Resource ID is optional but if not specified, Job Number must be specified.

The following information is printed on the report:

(1) **Job Number** – The job authority to which the inventory items are assigned;

(2) **Resource ID** – The resource ID to which the inventory items are assigned;

(3) **Print** – The job print to which the inventory items are assigned;

(4) **Step** – The job step to which the inventory items are assigned;

(5) **Material Description** – The material description of the assigned inventory item;

(6) **Quantity Required** – The quantity currently assigned to satisfy a requirement on this step;

(7) **Quantity Assigned** – The quantity currently assigned to satisfy a requirement on this step;

(8) **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material);

(9) **Reel Type** – The reel size that the material is stored on (if the material is cable);

(10) **Custom Features?** – An asterisk (*) here indicates that the inventory item has custom features (e.g., pulling eye, modular connection, etc.);

(11) **Inventory Site** – The name of the inventory site responsible for the inventory item;

(12) **Bin Loc** – The bin location of the inventory item at the inventory site. Bin Loc may be blank if the inventory site is not using bin locations;

(13) **Physical Location** – The physical location of the inventory item. Values are: "INV" (at the inventory site); "ALT" (at an alternate storage location); "ISS" (issued); and

(14) **Assigned Date** – The date the inventory item was assigned to the job.

The following business rules are observed when creating the Material Notification Report:

(1) If a job number is specified without a resource ID, a report of all material assigned to the specified job, regardless of resource ID, is printed and the report breaks on resource ID;

(2) If a resource ID is specified without a job number, a report of all material assigned to the specified resource ID, regardless of job, is printed and the report breaks on job number;

(3) If both a job number and a resource ID are specified, a report of all material assigned to the specified resource ID within the specified job is printed;

(4) For each unique print, step, and assigned material description with a job, a separate detail line is printed for each assignment. For example,

    (a) Each serialized inventory item assigned to satisfy a material requirement on a step is shown on a separate line of the report; and

    (b) Each non-serialized inventory item assigned to satisfy a material requirement on a step that is located in a different place (bin loc or physical location) is shown on a separate line of the report; and

(5) Within a job, the report is sorted by print and step.

Fig. 114 is an exemplary material notification report.

ORDER REPORTS

An Order report contains information about orders having a specified status. The report may be requested by any OSPCM user that has access to the Management Reports application. To request an Order report, provide the following information:

(1)   **Location** – The state, CMC, or inventory site on which to report. You may print the report for any of the nine states in the BellSouth region, any CMC, or any inventory site. Location must be specified. The following business rules are observed depending on the location specified:

     (a)   **State** – All orders created for the specified state are listed on the report. A page break occurs for each CMC in the specified state (sorted alphabetically);

     (b)   **CMC** – All orders created for the specified CMC are listed on the report. A page break occurs for each inventory site in the specified CMC (sorted alphabetically); and

     (c)   **Inventory Site** – All orders created for the specified inventory site are listed on the report; and

(2)   **Status** – The order status on which you want to report. Valid choices are: "Ordered", "Shipped", "Received", or "Cancelled". Status must be provided;

(3)   **Date Range** – The date range for which orders are to be reported. Date Range is optional. If not provided, all orders for the specified location and in the specified status are listed on the report.

OPEN ORDERS

These are orders that have been placed with OrderMaster, but not yet shipped in its entirety. If you choose to report on orders in the "Ordered" status, the following business rules are observed:

(1)   The report name is "Open Order Report "(MP-10285);

(2)   Only orders in the "ordered" status or "backordered" status are listed on the report. An order is in the "ordered" status if at least one item within that order remains in the "ordered" status or "backordered" status. An order is in the "backordered" status only if every item within that order is "backordered";

(3)   If an order is selected to appear on the report, every order item within that order is listed as a line on the report;

(4)   If a date range is provided, only those orders created within the specified range are listed on the report (e.g., If a date range of 01/01/1995 – 01/15/1995 is provided, only those orders with a requisition date between 01/01/1995 and 01/15/1995 are reported.).

(5)   The following information is printed on the report:

(a)   **Job Number** – The job authority for which the material was ordered;

(b)   **OrderMaster Number** – The number assigned by OrderMaster to this order;

(c)   **OrderMaster Line Item** – The line item number assigned by OrderMaster to this order item;

(d)   **Material Description** – The description of the material ordered;

(e)   **Quantity** – The quantity ordered;

(f)   **Order Date** – The date the material was ordered. The date is the same for every order item within an order;

(g)   **Scheduled Ship Date** – The date the order item is expected to be shipped. This column is blank if the order item was backordered or cancelled;

(h)   **Inventory Site** – The name of the inventory site that ordered the material;

(i)   **Resource ID** – The resource ID responsible for the work for which the material was ordered;

(j)   **Status** – The status of the order item. Values are: "ORDE" (ordered), "SHPD" (shipped), "RCVD" (received, "COMP" (complete), and "CANC" (cancelled);

(k)   **Ordered Late?** – An asterisk (*) here indicates that the order item is in jeopardy of being delivered late (past the on job date) because the order was placed late;

(l)   **Custom Features?** – An asterisk (I) here indicates that the material was ordered with custom features (e.g., pulling eyes, pre-term, etc.);

(5)   **Pre-term?** – An asterisk (*) here indicates that the material was ordered with a custom feature of pre-term;

(6)   The report breaks on job number (sorted alphabetically in ascending order);

(7)   Within a job, the orders are listed in ascending order by OrderMaster Number and OrderMaster Line Item.

SHIPPED ORDERS

These are orders that have been shipped, but not yet received in its entirety. If you choose to report on orders in the "Shipped" status, the following business rules are observed;

(1)   The report name is "Shipped Order Report" (MP-10286);

(2)   Only orders in the "shipped" status are listed on the report. An order is in the "shipped" status if at least one item within that order remains in the "shipped" status and there is no item within that order in the "ordered" status;

(3)   If an order is selected to appear on the report, every order item within that order is listed as a line on the report;

(4)   If multiple shipments exist for an order item, each shipment is listed as a separate line on the report;

(5)   If a date range is provided, only those orders that have an order item that was shipped within the specified range are listed on the report (e.g., If a date range of 01/01/1995 – 01/15/1995 is provided, only those orders that have an order item that was shipped between 01/01/1995 and 01/15/1995 are reported.)

    (a)   **Job Number** – The job authority for which the material was ordered;

    (b)   **OrderMaster Number** – The number assigned by OrderMaster to this order;

    (c)   **OrderMaster Line Item** – The line item number assigned by OrderMaster to this order item;

    (d)   **Material Description** – The description of the material shipped;

    (e)   **Quantity** – The quantity shipped;

    (f)   **Serial Number** – The serial number shipped (if the material shipped is serialized);

    (g)   **Shipped Date** – The date the material was actually shipped;

    (h)   **Inventory Site** – The name of the inventory site that ordered the material;

    (i)   **Resource ID** – The resource ID responsible for the work for which the material was ordered;

    (j)   **Status** – The status of the order item. Values are: "SHPD" (shipped), "RCVD" (received), "COMP" (complete), and "CANC" (cancelled);

    (k)   **Custom Features?** – An asterisk (*) here indicates that the material was ordered with custom features (e.g., pulling eyes, pre-term, etc.);

(1)   **Pre-term?** – An asterisk (*) here indicates that the material was ordered with a custom feature of pre-term;

(6)   The report breaks on job number (sorted alphabetically in ascending order); and

(7)   Within a job, the orders are listed in ascending order by OrderMaster Number and OrderMaster Line Item.

RECEIVED ORDERS

These are orders that have been received in its entirety. If you choose to report on orders in the "Received" status, the following business rules are observed.

(1)   The report name is "Received Order Report" (MP-10287);

(2)   Only orders in the "received" status are listed on the report. An order is in the "received" status only if every item within that order is "received" and/or "complete";

(3)   If an order is selected to appear on the report, every order item within that order is listed as a line on the report;

(4)   If multiple shipments exist for an order item, each shipment is listed as a separate line on the report;

(5)   If a date range is provided, only those orders that have an order item that was receipted into inventory within the specified range are listed on the report (e.g., If a date range of 01/01/1995 – 01/15/1995 is provided, only those orders that have an order item that was receipted between 01/01/1995 and 01/15/1995 are reported.);

(6)   The following information is printed on the report:

(a)   **Job Number** – The job authority for which the material was ordered;

(b)   **OrderMaster Number** – The number assigned by OrderMaster to this order;

(c)   **OrderMaster Line Item** – The line item number assigned by OrderMaster to this order item;

(d)   **Material Description** – The description of the material received;

(e)   **Quantity** – The quantity received;

(f)   **Serial Number** – The serial number received (if the material received is serialized);

(g)   **Receipt Date** – The date the material was received;

(h)   **Inventory Site** – The name of the inventory site that ordered the material;

(i)   **Resource ID** – The resource ID responsible for the work for which the material was ordered;

(j)   **Custom Features?** – An asterisk (*) here indicates that the material was ordered with custom features (e.g., pulling eyes, pre-term, etc.)

(k)   **Pre-term?** – An asterisk (*) here indicates that the material was ordered with a custom feature of pre-term;

(7)   The report breaks on job number (sorted alphabetically in ascending order); and

(8)   Within a job, the orders are listed in ascending order by OrderMaster Number and OrderMaster Line Item.

CANCELLED ORDERS

These are orders that have been cancelled in its entirety. This can happen if REGIS rejected each order item within the order or if you completed each order item within the order before any shipments were received (CAPRI cannot reject an order item. If the item fails to generate a PO, the item drops to a report that is handled by the PSO rather than returning an error message to OSPCM). If you choose to report on orders in the "Cancelled" status, the following business rules are observed:

(1)   The report name is "Cancelled Order Report" (MP-10288);

(2)   Only orders in the "cancelled" status are listed on the report. An order is in the "cancelled" status only if every item within that order is "cancelled".

(3)   If an order is selected to appear on the report, every order item within that order is listed as a line on the report;

(4)   If a date range is provided, only those orders that have an order item that was ordered within a specified range are listed on the report (e.g., If a date range of 01/01/1995 - 01/15/1995 is provided, only those orders that have a requisition date between 01/01/1995 and 01/15/1995 are reported.);

(5)   The following information is printed on the report:

(a)   **Job Number** – The job authority for which the material was ordered;

(b)   **OrderMaster Number** – The number assigned by OrderMaster to this order;

(c)   **OrderMaster Line Item** – The line item number assigned by OrderMaster to this order item;

(d)   **Material Description** – The description of the material ordered;

(e)   **Quantity** – The quantity ordered;

(f)   **Order Date** – The date the material was ordered. The date is the same for every order item within an order;

(g)   **Inventory Site** – The name of the inventory site that ordered the material;

(h)   **Resource ID** – The resource ID responsible for the work for which the material was ordered;

(i)   **Reason for Cancellation** – If the order item was rejected by REGIS, this column contains the error message returned from REGIS (e.g., Backorder Not Allowed). If you completed the order item, this column contains the message "Item was completed in OSPCM before shipments were received";

(j)   **Ordered Late?** – An asterisk (*) here indicates that the order item is in jeopardy of being delivered late (past the on job date) because the order was placed late;

(6)   The report breaks on job number (sorted alphabetically in ascending order);

(7)   Within a job, the orders are listed in ascending order by OrderMaster Number and OrderMaster Line Item.

Fig. 115 is an exemplary open order report.

OVER-AGE MATERIAL REPORT

The Over-Age Material Report contains information about material that will be held in inventory over 30 days because of a change in the associated job's schedule. This includes material that is 1) on order that, once receipted, will be in inventory for over 30 days before it is used and 2) assigned material that will be in inventory for over 30 days before it is used. The report serves as a warning that you are in jeopardy of holding inventory for over 30 days which could adversely affect your investment index. The report can be used to reference the inventory items that could be unassigned from the original job and assigned to a job that will be worked earlier or used to reschedule the job again so that the material can be used for its original purpose. The report may be requested by any OSPCM user that has access to the Management Reports application.

To request the Over-Age Material Report, you must provide the inventory site on which to report. You may print the report for any inventory site.

Each substep that has been marked as potentially having over age material assigned to it in the specified inventory site is listed on the report and the following information is printed:

(1) **Job Number** – The job authority number for which the material is on order or to which the inventory item is currently assigned;

(2) **Print** – The job print for which the material is on order or to which the inventory item is currently assigned;

(3) **Step** – The job step for which the material is on order or to which the inventory item is currently assigned;

(4) **Activity Number** – The scheduling activity to which the substep is assigned;

(5) **Resource ID** – The resource ID for which the material is on order or to which the inventory item is currently assigned;

(6) **Old Schedule Date** – The date the substep was originally scheduled to begin work;

(7) **New Schedule Date** – The date the substep is currently scheduled to begin work;

(8) **Material Description** – The description of the material ordered, shipped, or assigned;

(9)   **Serial Number** – The serial number of the material. Serial Number is populated if the material was ordered from a BST warehouse and has been shipped or if the material is already in inventory; otherwise it is blank;

(10)   **Quantity** – The quantity ordered, shipped, or assigned; and

(11)   **Receipt Date** – The date the material was receipted into inventory. Receipt Date is populated if the material is already in inventory; otherwise it is blank.

The report is sorted in ascending order by job number, activity number, print, step, and resource ID.

Fig. 116 is an exemplary over-age material report.

TRANSACTION REPORTS

A Transaction report contains information about transactions of a specified type. The report may be requested by any OSPCM user that has access to the Management Reports application. To request a Transaction report, provide the following information:

(1) **Location** – The state, CMC, or inventory site on which to report. You may print the report for any of the nine states in the BellSouth region, any CMC, or any inventory site. Location must be specified. The following business rules are observed depending on the location specified:

    (a) **State** – All transactions created to and from the specified state are listed on the report. A page break occurs for each CMC in the specified state (sorted alphabetically);

    (b) **CMC** – All transactions created to and from the specified CMC are listed on the report. A page break occurs for each inventory site in the specified CMC (sorted alphabetically); and

    (c) **Inventory Site** – All transactions created to and from the specified inventory site are listed on the report;

(2) **Transaction Type** – The type of transaction on which to report. Valid choices are: Order Receipt, Assignment, Unassignment, Inventory Status Change, Inventory Addition, Inventory Deletion, Split a Reel, Transfer, Transfer Receipt, Reclassify to Exempt, Reclassify from Exempt, Return, Disbursement, Remove to Good, Junk, Recover from Junk. Transaction Type must be specified.

(3) **Material Category** – The category of material on which to report. Valid choices are: ALL, Copper Cable, Fiber Cable, Circuit Equipment, Miscellaneous Apparatus, All Cable. Material Category must be provided. The default is ALL. The following business rules are observed depending on the material category specified:

    (a) **ALL** – All transactions regardless of category of material involved are listed on the report:

    (b) **Copper Cable** – Only those transactions involving copper cable and coax cable are listed on the report;

    (c) **Fiber Cable** – Only those transactions involving fiber cable are listed on the report;

(d) **Circuit Equipment** – Only those transactions involving circuit equipment are listed on the report;

(e) **Miscellaneous Apparatus** – Only those transactions involving material other than copper cable, coax cable, fiber cable, or circuit equipment are listed on the report; and

(f) **All Cable** – Only those transactions involving copper cable, coax cable, and fiber cable are listed on the report;

(4) **Date Range** – The date range for which transactions are to be reported. Date Range must be provided. Only those transactions created within the date range specified are listed on the report.

ORDER RECEIPT TRANSACTIONS

These are transactions that are created when material ordered either from a BST warehouse or an outside vendor is received into inventory. If you choose to report on transaction of type "Order Receipt", the following business rules are observed:

(1) The report name is "Order Receipt Report";

(2) Only transactions of type code "Order Receipt" or "Order Receipt Reversal" are listed on the report;

(3) Each transaction is listed as a separate line on the report;

(4) The following information is printed on the report:

(a) **Trans Type** – The transaction type reported. Values are: "OR" (Order Receipt) and "ORR" (Order Receipt Reversal);

(b) **Job Number** – The job authority for which the material was ordered;

(c) **Material Description** – The description of the material received;

(d) **Transaction Quantity** – The quantity received;

(e) **Serial Number** – The serial number received (if the material received was serialized);

(f) **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) received;

(g) **Transaction Number** – The system generated number of this transaction;

(h) **Transaction Date** – The date this transaction was created;

(i)   **Inventory Site** – The name of the inventory site responsible for the material received;

(j)   **OrderMaster Number** – The number assigned by OrderMaster to the order that was received;

(k)   **OrderMaster Line Item** – The line item number assigned by OrderMaster to the line item received;

(l)   **Dollar Amount** – The dollar amount received; and

(m)   **FC/FRC** – The account to which the material was ordered; and

(5)   Sort order is by job number (ascending order) and Transaction Date (ascending order).

ASSIGNMENT TRANSACTIONS

These are transactions that are created when an inventory item is assigned for use on a specific job. If you choose to report on transactions of type "Assignment", the following business rules are observed:

(1)   The report name is "Assignment Report";

(2)   Only transactions of type code "Assignment" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4)   The following fields always appear on the report:

(a)   **Job Number** – The job authority to which the inventory item was assigned;

(b)   **Material Description** – The material description of the inventory item;

(c)   **Transaction Quantity** – The quantity assigned;

(d)   **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material).

(e)   **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) assigned;

(f)   **Transaction Number** – The system generated number of this transaction;

(g)   **Transaction Date** – The date this transaction was created;

(h)   **Inventory Site** – The name of the inventory site responsible for the inventory item;

(i)   **Resource ID** – The resource ID to which the inventory item was assigned;

(j)   **From Status** – The status of the inventory item before it was assigned. Values are: "U" (unassigned) and "S" (surplus);

(k)   **Dollar Amount** – The dollar amount assigned; and

(l)   **To FC/FRC** – The account in which the inventory item resides after it was assigned; and

(5)   Sort order is by job number (ascending order) and Transaction Date (ascending order).

UNASSIGNMENT TRANSACTIONS

These are transactions that are created when an inventory item is unassigned from a job. If you choose to report on transactions of type "Unassignment", the following business rules are observed:

(1)   The report name is "Unassignment Report";

(2)   Only transactions of type code "Unassignment" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4)   The following information is printed on the report:

(a)   **Job Number** – The job authority to which the inventory item was previously assigned;

(b)   **Material Description** – The material description of the inventory item;

(c)   **Transaction Quantity** – The quantity unassigned;

(d)   **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material);

(e)   **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) unassigned;

(f)   **Transaction Number** – The system generated number of this transaction;

(g)   **Transaction Date** – The date this transaction was created;

(h)   **Inventory Site** – The name of the inventory site responsible for the inventory item;

(i)   **Resource ID** – The resource ID to which the inventory item was previously assigned;

(j)   **From Status** – The status of the inventory item before it was unassigned. Its value is "A" (assigned);

(k)   **Dollar Amount** – The dollar amount unassigned;

(l)   **From FC/FRC** – The account in which the inventory item resided before it was unassigned;

(5)   Sort order is by job number (ascending order) and Transaction Date (ascending order).

INVENTORY STATUS CHANGE TRANSACTIONS

These are transactions that are created when an inventory item changes from awaiting return to unassigned or surplus, from unassigned to awaiting return or surplus, or from surplus to awaiting return or unassigned. If you choose to report on transactions of type "Inventory Status Change", the following business rules are observed:

(1)   The report name is "Inventory status Change Report"

(2)   Only transactions of type code "Inventory Status Change" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4)   The following information is printed on the report:

(a)   **Material Description** – The material description of the inventory item;

(b)   **Transaction Quantity** – The quantity that changed status;

(c)   **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material);

(d)   **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) that changed status;

(e)   **Transaction Number** – The system generated number of this transaction;

(f)   **Transaction Date** – The date this transaction was created;

(g)   **Inventory Site** – The name of the inventory site responsible for the inventory item;

(h)   **From Status** – The status of the inventory item before it was changed. Values are: "U" (unassigned), "S" (surplus), and "AW" (awaiting return);

(i)   **Dollar Amount** – The dollar amount unassigned; and

(5)   Sort order is by Transaction Date (ascending order).

INVENTORY ADDITION TRANSACTIONS

These are transactions that are created when material is added to inventory because of a need to correct an out of balance condition. If you choose to report on transactions of type "Inventory Addition", the following business rules are observed:

(1)   The report name is "Inventory Addition Report";

(2)   Only transactions of type code "Inventory Addition" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4)   The following information is printed on the report:

(a)   **Material Description** – The material description of the inventory item;

(b)   **Transaction Quantity** – The quantity added to inventory;

(c)   **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material);

(d)   **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) added to inventory;

(e)   **Transaction Number** – The system generated number of this transaction;

(f)   **Transaction Date** – The date this transaction was created;

(g)   **Inventory Site** – The name of the inventory site responsible for the inventory item after it was added to inventory;

(h)   **Dollar Amount** – The dollar amount added to inventory; and

(5)   Sort order is by Transaction Date (ascending order).

INVENTORY DELETION TRANSACTIONS

These are transactions that are created when material is deleted from inventory because of a need to correct an out of balance condition. If you choose to report on transactions of type "Inventory Deletion", the following business rules are observed:

(1)   The report name is "Inventory Deletion Report";

(2)   Only transactions of type code "Inventory Deletion" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4) The following information is printed on the report:

(a) **Material Description** – The material description of the inventory item;

(b) **Transaction Quantity** – The quantity deleted from inventory;

(c) **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material);

(d) **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) deleted from inventory;

(e) **Transaction Number** – The system generated number of this transaction;

(f) **Transaction Date** – The date this transaction was created;

(g) **Inventory Site** – The name of the inventory site responsible for the inventory item after it was deleted from inventory;

(h) **From Status** – The status from which the inventory was deleted. Values are "U" (unassigned) and "S" (surplus);

(i) **Dollar Amount** – The dollar amount added to inventory; and

(5) Sort order is by Transaction Date (ascending order).

SPLIT A REEL TRANSACTIONS

These are transactions that are created when cable is moved from a reel to a new reel or hand-coil. If you choose to report on transactions of type "Split A Reel", the following business rules are observed:

(1) The report name is "Split A Reel Report";

(2) Only transactions of type code "Split A Reel" are listed on the report;

(3) Each transaction is listed as a separate line on the report;

(4) The following information is printed on the report:

(a) **Material Description** – The material description of the inventory item;

(b) **Transaction Quantity** – The quantity split;

(c) **Serial Number** – The serial number from which the cable was split;

(d) **To Serial Number** – The serial number to which the cable was split;

(e) **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) split;

(f)   **Transaction Number** – The system generated number of this transaction;

(g)   **Transaction Date** – The date this transaction was created;

(g)   **Inventory Site** – The name of the inventory site responsible for the inventory item;

(h)   **Dollar Amount** – The dollar amount split; and

(5)   Sort order is by Transaction Date (ascending order).

TRANSFER TRANSACTIONS

These are transactions that are created when material is transferred between inventory sites or from a warehouse site to an inventory site. If you choose to report on transactions of type "Transfer", the following business rules are observed:

(1)   The report name is "Transfer Report";

(2)   Only transactions of type code "Transfer" and "Transfer Reversal" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4)   The following information is printed on the report:

(a)   **Trans Type** – The transaction type reported. Values are "T" (Transfer) and "TRV" (Transfer Reversal);

(b)   **Material Description** – The material description of the material transferred;

(c)   **Transaction Quantity** – The quantity transferred;

(d)   **Serial Number** – The serial number of the inventory item transferred (if the inventory item is serialized material);

(e)   **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) transferred;

(f)   **Transaction Number** – The system generated number of this transaction;

(g)   **Transaction Date** – The date this transaction was created;

(h)   **Inventory Site** – The name of the inventory site responsible for the inventory item after it was transferred;

(i)   **To Inventory Site** – The name of the inventory site to which the material was transferred;

(j)   **Dollar Amount** – The dollar amount transferred; and

(5)   Sort order is by Transaction Date (ascending order).

TRANSFER RECEIPT TRANSACTIONS

These are transactions that are created when material transferred from another inventory site or from a warehouse site is received into inventory. If you choose to report on transactions of type "Transfer Receipt", the following business rules are observed:

(1)   The report name is "Transfer Receipt Report";

(2)   Only transactions of type code "Transfer Receipt" and "Transfer Receipt Reversal" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4)   The following information is printed on the report:

(a)   **Trans Type** – The transaction type reported. Values are "TR" (Transfer Receipt) and "TRR" (Transfer Receipt Reversal);

(b)   **Material Description** – The material description of the material received;

(c)   **Transaction Quantity** – The quantity received;

(d)   **Serial Number** – The serial number received (if the inventory item is serialized material);

(e)   **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) received;

(f)   **Transaction Number** – The system generated number of this transaction;

(g)   **Transaction Date** – The date this transaction was created;

(h)   **Inventory Site** – The name of the inventory site from which the material was transferred;

(i)   **To Inventory Site** – The name of the inventory site to which the material was transferred;

(j)   **Dollar Amount** – The dollar amount transferred; and

(5)   Sort order is by Transaction Date (ascending order).

RECLASSIFY TO EXEMPT TRANSACTION

These are transaction that are created when an inventory item is reclassified as exempt material. If you choose to report on transactions of type "Reclassify to Exempt", the following business rules are observed:

(1)   The report name is "Reclassify to Exempt Report";

(2)   Only transactions of type code "Reclassify to Exempt" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4)   The following information is printed on the report:

(a)   **Material Description** – The material description of the inventory item;

(b)   **Transaction Quantity** – The quantity reclassified as exempt;

(c)   **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material);

(d)   **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) reclassified as exempt;

(e)   **Transaction Number** – The system generated number of this transaction;

(f)   **Transaction Date** – The date this transaction was created;

(g)   **Inventory Site** – The name of the inventory site responsible for the inventory item before it was reclassified as exempt material;

(h)   **Dollar Amount** – The dollar amount reclassified as exempt; and

(5)   Sort order is by Transaction Date (ascending order).

RECLASSIFY FROM EXEMPT TRANSACTIONS

These are transactions that are created when material is reclassified as non-exempt material. If you choose to report on transactions of type "Reclassify from Exempt", the following business rules are observed:

(1)   The report name is "Reclassify from Exempt Report";

(2)   Only transactions of type code "Reclassify from Exempt" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4)   The following information is printed on the report:

(a)   **Material Description** – The material description of the inventory item;

(b)   **Transaction Quantity** – The quantity reclassified as non-exempt;

(c)   **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material);

(d)   **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) reclassified as non-exempt;

(e)   **Transaction Number** – The system generated number of this transaction;

(f)   **Transaction Date** – The date this transaction was created;

(g)   **Inventory Site** – The name of the inventory site responsible for the inventory item before it was reclassified as non-exempt material;

(h)   **Dollar Amount** – The dollar amount reclassified as non-exempt; and

(5)   Sort order is by Transaction Date (ascending order).

RETURN TRANSACTIONS

These are transactions that are created when an inventory item is returned to a BST warehouse or to an outside vendor. If you choose to report on transactions of type "Return", the following business rules are observed:

(1)   The report name is "Return Report";

(2)   Only transactions of type code "Return" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4)   The following information is printed on the report:

(a)   **Trans Type** – The transaction type report. Values are: "RT" (Return);

(b)   **Material Description** – The material description of the inventory item;

(c)   **Transaction Quantity** – The quantity returned;

(d)   **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material);

(e)   **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) returned;

(f)   **Transaction Number** – The system generated number of this transaction;

(g)   **Transaction Date** – The date this transaction was created;

(h) **Inventory Site** – The name of the inventory site responsible for the inventory item before it was returned;

(i) **Returned To** – The BST warehouse or outside vendor to which the inventory item was returned;

(j) **Return Authorization Number** – The authorization number for this return;

(k) **Dollar Amount** – The dollar amount returned; and

(5) Sort order is by Transaction Date (ascending order).

DISBURSEMENT TRANSACTIONS

These are transactions that are created when an inventory item is disbursed (placed in service). If you choose to report on transaction of type "Disbursement", the following business rules are observed:

(1) The report name is "Disbursement Report";

(2) Only transactions of type code "Disbursement" and "Disbursement Reversal" are listed on the report;

(3) Each transaction is listed as a separate line on the report;

(4) The following information is printed on the report:

(a) **Trans Type** – The transaction type report. Values are: "DB" (Disbursement) and "DBR" (Disbursement Reversal);

(b) **Material Description** – The material description of the inventory item;

(c) **Transaction Quantity** – The quantity disbursed;

(d) **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material);

(e) **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) disbursed;

(f) **Transaction Number** – The system generated number of this transaction;

(g) **Transaction Date** – The date this transaction was created;

(h) **Inventory Site** – The name of the inventory site responsible for the inventory item before it was disbursed;

(i)   **Resource ID** – The resource ID to which the inventory item was assigned before it was disbursed;

(j)   **Dollar Amount** – The dollar amount disbursed; and

(5)   Sort order is by job number (ascending order) and Transaction Date (ascending order).

REMOVE TO GOOD TRANSACTIONS

These are transactions that are created when material is taken out of service and put back into inventory. If you choose to report on transactions of type "Remove to Good", the following business rules are observed:

(1)   The report name is "Remove to Good Report";

(2)   Only transactions of type code "Disbursement" and "Disbursement Reversal" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4)   The following information is printed on the report:

(a)   **Trans Type** – The transaction type report. Values are: "RM" (Remove to Good) and "RMR" (Remove to Good Reversal);

(b)   **Material Description** – The material description of the inventory item;

(c)   **Transaction Quantity** – The quantity removed to good;

(d)   **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material);

(e)   **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) removed to good;

(f)   **Transaction Number** – The system generated number of this transaction;

(g)   **Transaction Date** – The date this transaction was created;

(h)   **Inventory Site** – The name of the inventory site responsible for the inventory item after it was put back into inventory;

(i)   **Dollar Amount** – The dollar amount removed to good; and

(5)   Sort order is by Transaction Date (ascending order).

JUNK TRANSACTIONS

These are transactions that are created when an inventory item is junked. If you choose to report on transactions of type "Junk", the following business rules are observed:

(1)   The report name is "Junk Report";

(2)   Only transactions of type code "Junk" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4)   The following information is printed on the report:

(a)   **Material Description** – The material description of the inventory item;

(b)   **Transaction Quantity** – The quantity junked;

(c)   **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material);

(d)   **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) junked;

(f)   **Transaction Number** – The system generated number of this transaction;

(g)   **Transaction Date** – The date this transaction was created;

(h)   **Inventory Site** – The name of the inventory site responsible for the inventory item after it was junked;

(i)   **Dollar Amount** – The dollar amount junked;

(j)   **Auto-Junked?** – An asterisk (*) here indicates that the inventory item was auto-junked by the system during the disbursement process

(5)   Sort order is by Transaction Date (ascending order).

RECOVER FROM JUNK TRANSACTIONS

These are transactions that are created when material is recovered from junk. If you choose to report on transactions of type "Recover from Junk" the following business rules are observed:

(1)   The report name is "Recover from Junk Report";

(2)   Only transactions of type code "Recover from Junk" are listed on the report;

(3)   Each transaction is listed as a separate line on the report;

(4)   The following information is printed on the report:

(a)   **Material Description** – The material description of the inventory item;

(b) **Transaction Quantity** – The quantity recovered from junked;

(c) **Serial Number** – The serial number of the inventory item (if the inventory item is serialized material);

(d) **MCF/FKF** – The million conductor feet (if the transaction involved copper or coax cable) or the fiber kilo feet (if the transaction involved fiber cable) recovered from junk;

(f) **Transaction Number** – The system generated number of this transaction;

(g) **Transaction Date** – The date this transaction was created;

(h) **Inventory Site** – The name of the inventory site responsible for the inventory item after it was recovered from junk;

(i) **Dollar Amount** – The dollar amount recovered from junk; and

(5) Sort order is by Transaction Date (ascending order).

SAMPLE REPORT LAYOUT

MP-10294   INVENTORY DELETION REPORT   Page: 1
By: Karin Olinger, YJLGRQD   FOR CMC : ROME
Date: 08/28/1995   08:14:56 AM   DATE RANGE : 08/04/1995 - 08/06/1996
Job: RMMINVDL
                                           INVENTORY SITE : ROMM

Material Description	Transaction Quantity	Serial Number	MCF/FKF	Transaction Number	Transaction Date	Inventory Site	Dollar Amount	From Status
AFAW-100	200	SS90456756	.04	3000	08/04/1995	ROMM	$216.00	S
AFAW-300	2000	SS90456780	1.2	3022	08/05/1995	ROMM	$6000.00	U

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MP-10294   INVENTORY DELETION REPORT   Page: 2
By: Karin Olinger, YJLGRQD   FOR CMC : ROME
Date: 08/28/1995   08:14:56 AM   DATE RANGE : 08/04/1995 - 08/06/1996
Job: RMMINVDL
                                           INVENTORY SITE : LGRN

Material Description	Transaction Quantity	Serial Number	MCF/FKF	Transaction Number	Transaction Date	Inventory Site	Dollar Amount	From Status
10B1-50/30	2			4052	08/06/1995	LGRN	$113.24	S

*** END OF REPORT ***

OSPCM MATERIAL MANAGEMENT – BS V

INTRODUCTION

The MATERIALS MANAGEMENT Business Solution Area V. deals with creating Management Reports. This Business Solution area is composed of 7 reports as follows:

Order reports (This group of reports is comprised of 4 individual reports)

Transaction reports (This group of reports is comprised of 16 individual reports)

Issue Summary Report

Major Material Activity Report

Material Notification Report

Over-Age Material Report

Investment Management Report (IMR)

Each report is described in a separate section of the document. Each section provides a description of the report and its purpose, a description of how the report may be requested, and a report layout and a description of each field on the report. The purpose of this document is to gain consensus as to the deliverable for MATERIALS MANAGEMENT Business Solution Area V.

The first section describes the types of Order reports that are available. This report contains information about orders for specified status. You may print the report for a state, Construction Management Center (CMC), or inventory site.

The second section describes the types of Transaction reports that are available. This report contains information about material inventory transactions for a specified type. You may print the report for a state, CMC, or inventory site.

The third section describes the Issue Summary Report. This report contains information about inventory items that are currently issued. You may print the report for a state, CMC, or inventory site.

The fourth section describes the Major Material Activity Report. This report contains information about material inventory transactions that involve movement of material in and out of inventory, excluding receipts and disbursements. You may print the report for a state, CMC< or inventory site.

The fifth section describes the Material Notification Report. This report contains information about the material currently assigned to a job. You may print the report for a job and/or resource id.

The sixth section describes the Over-Age Material Report. This report contains information about material that will be over 30 days old because of a scheduling change. This includes material that is 1) on order that, once receipted, will be in inventory for over 30 days before it is used and 2) assigned material that will be in inventory for over 30 days before it is used. You may print the report for an inventory site only.

The seventh section describes the Investment Management Report. This report provides an index which measures how efficient inventory is managed. The index describes how much inventory was owned over a given period of time and how much it cost the company to own that inventory. You may print the report for a state, CMC, or inventory site.

INTRODUCTION

The MATERIALS MANAGEMENT Business Solution Area II deals with satisfying a material requirement on an Outside Plant Construction Engineering Work Order (EWO) or a Plant Work Order (PWO) job with existing inventoried material. This method of satisfying a requirement may be used instead of ordering new material. This Business Solution area is broken down into three (3) sections:

Satisfy a Material Requirement with Inventory
Approve a Transfer Request
Receipt Transferred Material

Each section is briefly described and then broken down into the actual navigational flow through the presentation. The purpose of this document is to gain consensus as to the deliverable for MATERIALS MANAGEMENT Business Solution Area II.

The first section deals with retrieving material requirements that need to be satisfied and satisfying those requirements with either an assignment or a transfer request. The procedures for retrieving requirements are presented in Business Solution Area I (BS1OVER.D0C). When material requirements are displayed, an indicator is shown for each requirement that can be satisfied from existing inventory at the requirement's inventory site. You may choose to make assignments from the inventory found or initiate another inventory scan to search for suitable substitutions for which assignments or transfer requests may be made.

The second section deals with approving a transfer request to satisfy a material requirement or rejecting a transfer request. You may display simultaneously the transfer requests that need to be approved by your inventory site and the transfer requests that have been approved by your inventory site but have not been received. You may transfer the inventory item requested, transfer a substitute for the inventory item requested, reject the transfer request, or cancel an approved transfer request that has not been received.

The third section deals with receipting transferred material. You may display simultaneously the inventory items that have been transferred to your inventory site but have not been received into your inventory and the transfer requests that have been made by your inventory site but have not been approved for transfer. You may receipt an inventory item that has not been received or cancel any transfer request that has not been approved.

RECEIPT TRANSFERRED MATERIAL

From the Materials Management application window as shown in Fig. 117, select "Show Transfer Requests" and then select "to be Receipted..." from the Inventory menu. This function is available only if you are a Materials Management manager or Materials Management clerk and have the authority to update inventory.

If there are no outstanding transfer requests, the system will display an appropriate message. Respond to the message by pressing OK. If there are outstanding transfer requests, the SELECT INVENTORY SITE dialog as shown in Fig. 118 is displayed.

This dialog allows you to select the inventory site for which transfers are to be received. To do so, provide the following information:

Inventory Site - Enter or select a valid inventory site from the Inventory Site combo box. The drop down list for the Inventory Site combo box is populated with a list of valid inventory sites, which currently have transfers that have not yet been received and/or transfer requests that have not yet been approved.

To get help while on this dialog, press the HELP button. To close this dialog without selecting an inventory site, press the CANCEL button. To close this dialog and display the transfers for the selected inventory site, press the OK button. The system displays an appropriate message if the inventory site entered does not have any transfer requests (i.e., inventory site is not in the drop down list). Respond to the message by pressing OK. If no errors are found, the VIEW TRANSFERS FOR xxxx window as shown in Fig. 119 is displayed, where xxxx is the selected inventory site.

From this window you may receipt a transferred inventory item that has not yet been received or cancel a transfer request that has not yet been approved. The Materials Sent To grid displays the inventory items that have been transferred to the selected inventory site, but not yet received. The following information is displayed:

Job - The job for which the transfer request was made. This column is blank if the inventory item was transferred without an associated transfer request (i.e., from the Inventory Items At window described in Business Solution III) or if the requirement for which the material was transferred no longer exists (i.e., the job or substep was cancelled or the requirement changed). **Material Description** - The material description of the inventory item transferred.

Serial Number - The serial number of the inventory item transferred (if serialized).

Reel Type - The reel type of the inventory item transferred (if cable).

Requested Quantity-The quantity of material requested to be transferred.

Transfer Quantity - The quantity of material transferred.

From Inv Site - The inventory site from which the inventory item was transferred.

Date of Transfer - The date the inventory item was approved for transfer.
The Transfer Requests Made From grid displays all of the inventory items that have been requested to be transferred to the selected inventory site that have not yet been approved for transfer. The following information is displayed:

Job - The job for which the transfer request was made. This column is blank if the requirement for which the transfer request was made no longer exists (i.e., the job or substep was cancelled or the requirement changed).

Material Description - The material description of the inventory item requested.

Serial Number - The serial number of the inventory item requested (if serialized).

Requested Quantity - The quantity of material requested to be transferred.

From Inv Site - The inventory site from which the inventory item was requested to be transferred.

Requested Date - The date that the transfer request was made.

VIEW JOB DETAILS

To view the material requirements for which the transfer exists, select an inventory item from either grid and press the Show Job Details toolbar button located on the VIEW TRANSFERS window or select "Show Job Details" from the Actions menu. The system displays a message if the inventory item selected has no job details. Respond to the message by pressing OK.

If no errors are found, the JOB DETAILS dialog as shown in Fig. 120 is displayed.

This dialog displays the material requirements for which the transfer request was made. The following information is displayed:

Job -The job for which the transfer request was made.

Material Description - The description of the material needed.

Print - The job print for which the transfer request was made.

Step - The job step for which the transfer request was made.

Work Action - The type of work for which the material is needed.

Work Environment - The work environment for which the material is needed.

Transfer Quantity - The portion of the needed quantity that was requested for transfer.

RESID - The resource id responsible for the work.

On Job Date - The date that the material is needed on the job (Scheduled Start Date - On Job Interval).

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

RECEIPT AN IN-TRANSIT ITEM WITHOUT EXCEPTIONS

Receipting an in-transit inventory item without exceptions implies that:

1. the quantity transferred is equal to the quantity shipped,
2. the date the inventory item was received is equal to the current date,
3. no remarks need to be recorded with the receive transfer transaction,
4. the bin location of the inventory item is not to be recorded, and
5. the material arrived in good condition and will not be returned.

To receipt an in-transit inventory item, select an inventory item from the Materials Sent To grid. The following information is displayed below the grid:

Transfer Remarks - This text box displays the remarks entered at the time the inventory item was approved for transfer. If no remarks were entered, this field is blank.

Request Remarks - This text box displays the remarks entered at the time the inventory item was requested for transfer. If no remarks were entered, this field is blank.

To receipt the selected item, press the Receive Transfer toolbar button located on the VIEW TRANSFERS window or select "Receipt Transfer Item" from the Actions menu. If no errors are found, the system receipts the material into inventory as follows:

The transfer is marked "received" and a check-mark is displayed in the leftmost column of the grid next to the inventory item received.

The inventory item is deleted from the "from" inventory site's "in-transit" inventory, added to the "to" inventory site's "unassigned" inventory, and a Transfer Receipt material inventory transaction is recorded.

If the material was transferred for a specific job, the material is assigned to the appropriate substep(s) within that job and an Assignment material inventory transaction is recorded for each assignment made. If the requirement has been completely satisfied (substep's assigned quantity = substep's order qty), each substep to which the material was assigned is put into the "received" status. The system will not assign more material than is needed on the substep. If the quantity received is greater than the quantity needed, as is sometimes the case when transferring cable, the assignment is made for the quantity needed and the remaining quantity remains in the unassigned status.

If the requirement for which the material was transferred no longer exists (e.g., the job or substep was cancelled or the requirement changed), the inventory item remains in the "unassigned" status.

The Assignment transaction is marked as not to be sent to Asset Management.

If the inventory item is central office equipment, the Transfer Receipt transaction is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

RECEIPT AN IN-TRANSIT ITEM WITH EXCEPTIONS

Receipting an in-transit inventory item with exceptions implies that one or more of the following applies:
1. the quantity to be receipted is not equal to the quantity shipped,
2. the date the inventory item was received is not equal to the current date,
3. remarks need to be recorded with the receipt transaction,
4. the bin location of the inventory item is to be recorded, or
5. the material is damaged and will be returned to a BST warehouse or to an outside vendor.

To indicate the exceptions with which to receipt the material, double-click the in-transit inventory item you want to receive or move the marquee to it and press ENTER. The EDIT TRANSFER ITEM dialog as shown in Fig. 121 is displayed.

The fields on this dialog default to what the system indicates was transferred. The following information is displayed in the Transfer Data frame:

Material Description - The material description of the inventory item transferred.

Quantity - The quantity of material transferred.
You may enter or overtype the information displayed in the Receipt Data frame as described below.

Date - The date the material was received. This field defaults to the current date. If receipting material for a previous day, enter a date prior to the current date.

Bin Loc - The bin location of where the material will be stored in inventory. If your inventory site is using bin locations, enter a bin loc. This field is not validated. If you receipt the same non-serialized material on the same day and don't use the same bin as previously used, the last entered bin loc will become the bin loc for all of this non-serialized material at this location received on this day.

Received Quantity - The quantity of material received. This field defaults to the quantity transferred. If the quantity is different from what was shipped, enter the quantity to be received into inventory. The quantity entered must be greater than zero and, if receipting serialized non-cable, the quantity cannot be greater than 1.

Damaged - If the material will be returned to a BST warehouse or to an outside vendor, check the Damaged check box.

Remarks - Enter any remarks that you wish to be recorded with the transfer receipt transaction.

To get help while on this dialog, press the HELP button. To close this dialog without saving the changes, press the CANCEL button. To close this dialog and save the changes made, press the OK button. The system displays an appropriate message under the following conditions:

If the quantity to be received is zero, an error message is displayed. Respond to the message by pressing OK.

If receipting serialized non-cable material and the quantity to be received is greater than 1, an error message is displayed. Respond to the message by pressing OK.

If the receipt date entered is greater than the current date, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the Transfer Quantity column on the VIEW TRANSFERS window is updated with the quantity received.

To receipt an in-transit inventory item into your own inventory after the appropriate changes have been made, press the Receive Transfer toolbar button located on the VIEW TRANSFERS window or select "Receipt Transfer Item" from the Actions menu as described earlier. The system receipts the material as described earlier with the following exceptions:

If the shipment was marked as damaged, the material is receipted and marked as "awaiting return" inventory and is not assigned to the job for which it was requested. Each associated requirement is marked as needing material again and ready to be fulfilled.

If the quantity received is different from the quantity transferred, the difference is handled with an inventory adjustment in the appropriate inventory site. This is done to keep the accounting records accurate when the transactions are reported to Asset Management. For example.

If 1000 ft was transferred but 1010 ft was actually shipped and received, a Transfer Receipt transaction is created to add 1000 ft to the "to" site's inventory and delete 1000 ft from the "from" site's inventory and an Inventory Addition transaction is created to add the additional 10 ft to the "to" site's inventory.

If 1000 ft was transferred but 990 ft was actually shipped and received, a Transfer Receipt transaction is created to add 990 ft to the "to" site's inventory and delete 990 ft from the "from" site's inventory and an Inventory Deletion transaction is created to delete the additional 10 ft from the "from" site's inventory.

UNDO RECEIPT OF AN IN-TRANSIT ITEM

Prior to closing the VIEW TRANSFERS window, you may undo the receipt of the in-transit inventory item (e.g., the wrong inventory item is receipted).

To undo the receipt of an in-transit item, select an inventory item from the Materials Sent To grid that has been received (indicated by the presence of a checkmark) and press the Undo toolbar button located on the VIEW TRANSFERS window or select "Undo" from the Edit menu. The system unreceipts the inventory item as follows:

The transfer is marked "unreceived" and the check-mark is removed from the grid for the selected item.

If the material was assigned to a job, the inventory item is unassigned from the appropriate substep(s) within that job and an Unassignment material inventory transaction is recorded for each unassignment done. Each substep to which the material was assigned is put back into the "transferred" status.

The inventory item is deleted from your inventory, put back into the sender's "in-transit" inventory, and a Transfer Receipt Reversal material inventory transaction is recorded.

If the inventory item is central office equipment, the Transfer Receipt Reversal transaction is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

The inventory item may now be receipted at a later date or you may call the sending inventory site to cancel the transfer.

CANCEL A TRANSFER REQUEST PRIOR TO APPROVAL

If you decide that you no longer need the inventory item for which there is an outstanding request, you may cancel the transfer request if it has not yet been approved.

To cancel a transfer request, select a request from the Transfer Requests Made From grid and press the Cancel Request toolbar button located on the VIEW TRANSFERS window or select "Cancel Transfer Request" from the Inventory menu. If no errors are found, the system cancels the transfer request as follows:

The transfer request is deleted.

Each material requirement for which the transfer was requested has its remaining needed quantity re-calculated. If greater than zero, the requirement is put back into the "needed" status and marked as ready to be fulfilled.

To close the VIEW TRANSFERS window, double-click the control box located in the upper left corner of the window. Upon exit, all transfers that were received are deleted; therefore, upon leaving this window, you can no longer undo a receipt of an in-transit item. In addition, if Central Office Equipment was received and an assignment was made, form RF-8010 is printed to move the material from the 1220.1412 account in the inventory site to which the material was received to the FRC and GLC of the substep to which it is assigned (See attachment 1).

Attachment 1:

The following information is printed on the RF-8010 form when assigning Central Office Equipment:

Transfer Report No. - The state responsible for the inventory item followed by the OSPCM Material Inventory Transaction Number (e.g., KYI 1184)

Purpose of Transfer - This field always equals "Adj. Accounts".

Ship/Transfer From (Credit)

Location - The inventory site responsible for the inventory item.

State - The state responsible for the inventory item.

Geo. Loc. - The geographic location code of the inventory site responsible for the inventory item.

Auth. No. - The job number for which the inventory item was ordered.

RCO - The responsibility code of the inventory site responsible for the inventory item.

RCC - The responsibility code of the inventory site responsible for the inventory item.

Func. Code - The function code of the Material Held For Future Use account. This field is always equal to "5C5T".

Ship/Transfer To (Debit)

Location - The inventory site responsible for the inventory item.

State - The state responsible for the inventory item.

Geo. Loc. - The exception geographic location code of the substep to which the inventory item was assigned.

Auth. No. - The job number to which the inventory item was assigned.

RCO - The responsibility code of the inventory site responsible for the inventory item.

RCC - The responsibility code of the inventory site responsible for the inventory item.

Field Code - The field reporting code (FRC) of the substep to which the inventory item was assigned (i.e., 257C).

Transportation Instructions

Field Code - This field defaults to 6 blanks followed by an "M".
Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.

Engineering Contact

Engineer - The name of the user's supervisor. The "user" is the person who assigned the inventory item.

Prepared By - The name of the person who assigned the inventory item.
The user's Common Userid (CUID) is used to obtain his/her name.

Date - The date the inventory item was assigned. This field is always equal to the current date.

Remarks - Remarks entered at the time the inventory item was assigned.

Equipment Description - The description of the inventory item assigned. If the material is serialized, its serial number will be printed following the material description.

Cond. - The condition of the material. This field always equals "G" (good).
Qty. - The quantity of material assigned.

Per - This field always equals "EA" (each).

Yr. PI. - The year the inventory item was receipted into inventory.

SATISFY MATERIAL REQUIREMENT WITH INVENTORY

From the Materials Management application window as shown in Fig. 122, view the needed material requirements by selecting the appropriate toolbar button or menu item.

Select a button from the toolbar or "Show Today's Requirements . . ." from the Requirements menu to view the requirements that need to be fulfilled today via a resource ID, inventory site, or Construction Management Center (CMC). See Business Solution I Overview Document (BS1OVER.DOC) for a detailed description.

Select a button from the toolbar or select "Show Job's Needed Requirements . . ." from the Requirements menu to view the needed requirements for a specific job. See Business Solution I Overview Document (BS1OVER.DOC) for a detailed description.

If you choose to display the needed requirements for a specific job, the NEEDED REQUIREMENTS FOR JOB xxxx window as shown in Fig. 123 is displayed where xxxx is the specified job number.

If you choose to display today's needed requirements, the JOBS window as shown in Fig. 124 is displayed.

To display the NEEDED REQUIREMENTS window as shown earlier, double-click a job, print, or step or move the marquee to it and press ENTER.

The overview document for Business Solution I (BS1OVER.DOC) describes most of the fields on the NEEDED REQUIREMENTS window. This document discusses new functionality only.

VIEW RESULTS OF THE AUTOMATIC INVENTORY SCAN

When the NEEDED REQUIREMENTS window is opened, the system performs a limited search for available inventory that could be used to satisfy the requirements. The system searches for inventory that meets the following criteria:

It is located in the inventory site where the requirement is needed or, if the requirement is for central office equipment, it is located in the inventory site where the requirement is needed or in an inventory site that stores refurbished central office equipment (RCOE),

It is unassigned or surplus. Since the system allows assigned material found in the inventory site where the requirement is needed to be re-assigned, the term "unassigned", when searching for cable in the same inventory site where the requirement is needed, refers to reels that could be partially unassigned. The portion of the reel that is unassigned is a candidate for available material.

It has not been issued. "Issued" material is material that has been picked up from the inventory location and taken to the job site. When a reel of cable is issued, its entire quantity is issued even if a portion of that quantity is unassigned.

It is not reserved for emergency use,

It matches the requirement's material description, and

its inventory balance is greater than or equal to the smallest quantity needed (if the requirement is for cable) or its inventory balance is greater than zero (if the requirement is for non-cable).

To search for inventory in another inventory site or to search for suitable substitutes, you may request a user-defined inventory scan which is described later in this document.

A symbol appears in the Inventory column (abbreviated "INV") if there is available inventory that could be used to satisfy the requirement. To view the results of the automatic inventory scan, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The INVENTORY SCAN RESULTS window as shown in Fig. 125 is displayed.

NOTE: This same window is used to show the results of both the automatic inventory scan and a user-defined inventory scan, so the navigation is described as if either method was used.

This window displays the results of the inventory scan from which you may make assignments or transfer requests to satisfy a material requirement. The Records frame located above the Found Inventory Items grid displays the number of inventory items shown and the total number of inventory items found. If this window is used to view the results of the automatic inventory scan, all inventory items found are displayed.

The Requirements grid displays the material requirement selected from the NEEDED REQUIREMENTS window followed by other requirements from that window which have the same material description and are needed in the same inventory site as the selected requirement. The following information is displayed:

Print - The job print for which the requirement is needed.

Step - The job step for which the requirement is needed.

Material Description - The description of the material needed.

Quantity - The remaining quantity of material needed to do the work.

Custom Features (abbreviated CF) - A symbol here indicates that custom material features are needed (e.g., inside pulling eye).

RESID - The resource ID responsible for the work.

On Job Date - The date that the material is needed on the job (Scheduled Start Date - On Job Interval).

Inventory Site - The inventory site responsible for procuring the material.

The Found Inventory Items grid displays the inventory item(s) that could be used to satisfy the material requirement(s). The following information is displayed:

Material Description - The material description of the inventory item.

Serial Number - The serial number of the inventory item, if serialized.

Quantity - The quantity of the inventory item in the indicated status.

Status - The status of the inventory item. Values are:

A - Assigned. The inventory item found is assigned to a job.
U - Unassigned. The inventory item found is not assigned to a job and is available for use in the CMC where it was found.
S - Surplus. The inventory item found is not assigned to a job and is available for use in the entire BellSouth region.

Custom Features (abbreviated CF) - A symbol here indicates that the inventory item has custom material features (e.g., inside pulling eye).

Job - The job to which the inventory item is assigned, if it has an "assigned" status. If a reel of cable is assigned to multiple jobs, one line is displayed for each job to which the reel is currently assigned.

Inventory Site - The inventory site responsible for the inventory item.

Physical Location - A symbol here indicates that the inventory item is located at an alternate address. No symbol means that the inventory item is located at the inventory site responsible for the material.

Age - The age of the inventory item in days. If this is non-serialized material and the individual items were receipted on different days, the age displayed will be that of the oldest item. If the age of the inventory item is greater than 9999 days, asterisks will appear in this column.

The inventory items found by the scan will appear in the grid in the following order:

Inventory items found at an RCOE inventory site.

The inventory items found in the inventory site where the requirement is needed sorted first by material description, then by age (oldest first), and then by status ("surplus", "unassigned", and "assigned")

The inventory items found in another inventory site sorted first by material description, then by age (oldest first), and then by status ("surplus" and "unassigned")

VIEW CUSTOM FEATURES

A symbol appears in the Custom Features column (abbreviated CF) if the requirement needs custom features or if the inventory item found has custom features. To view the custom features, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The custom features displayed will vary with the type of material needed or the inventory item found.

If the requirement or inventory item selected is cable, the dialog displays the custom features associated with cable as shown in Fig. 126. Information includes whether or not the requirement needs (or the inventory item has) pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections.

If the requirement or the inventory item selected is a capacitor, the dialog displays the custom features associated with capacitors as shown in Fig. 127. Information includes the microfarads and/or ohms of the capacitor.

If the requirement or the inventory item selected is a non-standard pedestal cross-box, the dialog displays its configuration as shown in Fig. 128. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.

If the requirement or the inventory item selected is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown in Fig. 129. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW ALTERNATE INVENTORY LOCATION

A symbol appears in the Physical Location column if the inventory item is not physically at the inventory site, but is at an alternate storage location. To view the address of where the inventory item is located, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER, The PHYSICAL LOCATION dialog as shown in Fig. 130 is displayed.

This dialog displays the location of an inventory item that is not physically located at the inventory site responsible for the material. Information includes the code under which this

alternate address was saved, the contact name and phone number, company name, street address, room number, city, state, and zip.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

ASSIGN AN INVENTORY ITEM

Inventory found in an inventory site where the requirement is needed may be assigned immediately to the requirement. If you do not have authority to update inventory in the state where the requirement is needed, you cannot make an assignment.

If the requirement is for non-cable material, you may only make one assignment at a time. Select an inventory item that you wish to assign and select the requirement to which you would like to make the assignment. If the requirement is for cable, you may make multiple assignments at a time. Select an inventory item that you wish to assign and select one or more requirements to which you would like to make the assignment. Remarks entered in the Remarks text box are recorded with each Assignment transaction.

To satisfy the selected requirements with an assignment, press the Assignment toolbar button located on the INVENTORY SCAN RESULTS window or select "Assign Item to Requirement" from the Actions menu. If you do not have the authority to make assignments, this toolbar button and menu item are disabled. The system displays a message under the following conditions:

If no requirement is selected, an error message is displayed. Respond to the message by pressing OK.

If you try to assign an inventory item located in a different inventory site from where the requirement is needed, an error message is displayed. Respond to the message by pressing OK.

If you try to assign an inventory item to a requirement whose needed quantity is zero, an error message is displayed. Respond to the message by pressing OK.

If you try to assign an inventory item whose balance is zero, an error message is displayed. Respond to the message by pressing OK.

If you try to assign an inventory item that is already assigned to the selected requirement, an error message is displayed. Respond to the message by pressing OK.

If you try to reassign an inventory item when there is surplus or unassigned inventory available in the same inventory site where the requirement is needed. A re-assignment occurs when you try to assign inventory that is already assigned to a job. an appropriate message is displayed. Respond to the message by pressing YES if you still wish to use the item or NO if you don't want to use the item.

If assigning an inventory item to multiple requirements and the inventory balance is not large enough to satisfy all of the requirements selected, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the system assigns the inventory item as follows:

If the selected inventory item is non-cable and is in the "unassigned" or "surplus" status or is cable and in the "unassigned" status, it is assigned to the requirement(s) selected and an Assignment material inventory transaction is recorded for each assignment made. For non-serialized material, the system makes assignments from the oldest inventory first. The system will not assign more material than is needed on a substep. If the balance of the selected inventory item is greater than the quantity needed, the assignment is made for the quantity needed and the remaining quantity remains in its original status. If the requirement is completely satisfied (substep's assigned quantity = substep's order quantity), its material

status is changed to "received". If the requirement is not completely satisfied, it remains in a "needed" status and the remaining needed quantity is calculated.

If the selected inventory item is cable and in the "surplus" status, the inventory item is first moved to the "unassigned" status and an Inventory Status Change material inventory transaction is recorded. It is then assigned to the selected requirement(s) as stated above. If the entire reel of cable is not assigned, the remaining balance must be in the "unassigned" status. Therefore, the inventory item is moved to the "unassigned" status before it is assigned to satisfy this business rule.

If assigning an inventory item that has an outstanding transfer request (i.e., a transfer request that has not yet been approved), the system automatically rejects the associated transfer request and puts the requirement for which the request was made back in a "needed" status and marks it ready to be fulfilled. For example, if RIVD makes a request for serial number 123 from LOUE and then LOUE assigns serial number 123 to one of its own substeps, the transfer request made by RIVD is deleted and the substep it was requested for is put back in the "needed" status and marked ready to be fulfilled.

The Inventory Status Change transaction is marked as not to be sent to Asset Management.

The Assignment transaction is marked as not to be sent to Asset Management.

If the selected inventory item is in the "assigned" status, you must first unassign the material before reassigning it to another requirement. Assigned inventory can only be found if running a user-defined inventory scan and the inventory is found in the inventory site responsible for procuring the material. The process of reassigning an inventory item is described below.

REASSIGN AN INVENTORY ITEM

If the selected inventory item is in the ""assigned" status, the RELEASE ASSIGNMENTS dialog as shown in Fig. 131 is displayed after the Assignment toolbar button is pressed.

This dialog allows you to unassign material from the requirement(s) listed in the grid in order to reassign it to the requirement(s) selected on the Inventory Scan Results window. The following information is displayed above the grid:

Material Description - The description of the inventory item to be reassigned.

Required Quantity - The total quantity required to be satisfied. It is equal to the sum of the required quantities selected to be satisfied on the Inventory Scan Results window.

Release Quantity - The quantity to be unassigned. It is initially set to zero and is incremented as requirements are selected to have material unassigned.

The grid on this dialog displays each requirement within the job to which the selected inventory item is currently assigned. The following information is displayed:

Job - The job to which the inventory item is assigned.

Print - The job print to which the inventory item is assigned.

Step - The job step to which the inventory item is assigned.

Quantity Assigned - The portion of the inventory balance that is assigned to the requirement.

Work Environment (abbreviated WE) - The work environment for which the inventory item is needed (e.g., B = buried).

Work Action - The type of work for which the inventory item is needed (e.g., PLAC = Placing).

On Job Date - The date the material is needed on the job (Scheduled Start Date - On Job Interval).

Issue Date - The date the inventory item was issued for use on this requirement. If the inventory item has not been issued, this column is blank.

To get help while on this dialog, press the HELP button. If you decide not to reassign the material, press the CANCEL button to close this dialog.

To reassign the inventory item, select the requirement(s) from which the inventory item should be unassigned and press the OK button. As requirements are selected, the quantity in the Release Quantity text box is increased by the quantity assigned to that requirement. If the inventory item is non-cable, the Release Quantity is not allowed to exceed the Required Quantity and is set equal to the lesser of the sum of the quantities selected to be unassigned or the Required Quantity. Type any remarks in the Remarks text box that you wish to have recorded with the Unassignment transaction.

The system displays an appropriate message under the following conditions:

If the selected requirement's material has been issued and there is only one assignment or the inventory item is serialized, the system displays a message indicating that the assignment cannot be released because the inventory item has been issued.

If the inventory item is non-serialized and multiple requirements have been selected and at least one of the selected requirements has had its material issued, the system displays a message indicating that a selected requirement has had its material issued and asking if you want the system to release the assignments that have not been issued. Respond to the message by pressing YES if you want to release the un-issued assignments. Respond to the message by pressing NO if you do not want to release the un-issued assignments.

If no requirement is selected to have its material unassigned, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the system releases the old assignment and makes a new assignment as follows:

The inventory item is unassigned from the selected requirement(s) for the quantity to be released and an Unassignment material inventory transaction is recorded for each unassignment made.

If you released an assignment of Central Office Equipment, an RF-8010 form is printed to move the material from the Field Reporting Code (FRC) and Exception Geographic Location Code (GLC) of the requirement to which it was previously assigned to the 1220.1412 (Material Held For Future Use) account (See attachment 1).

The inventory item is assigned to the selected requirement(s) and an Assignment material inventory transaction is recorded for each assignment made. The system will not assign more material than is needed on a substep. If the balance of the selected inventory item is greater than the quantity needed, the assignment is made for the quantity needed and the remaining quantity remains in the "unassigned" status. If the requirement is completely satisfied (substep's assigned quantity = substep's order quantity), its material status is changed to "received". If the requirement is not completely satisfied, it remains in a "needed" status and the remaining needed quantity is calculated.

If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

The Inventory Status Change transaction is marked as not be sent to Asset Management.

The Assignment transaction is marked as not to be sent to Asset Management.

As assignments are made on the Inventory Scan Results window, the needed quantity in the Requirements grid is decreased by the quantity assigned. When a requirement is completely satisfied (needed quantity drops to zero), a check mark appears beside the requirement. Likewise, as inventory items are used to satisfy requirements, the inventory balance in the Found Inventory Items grid decreases by the quantity assigned. Once an inventory item is completely depleted (balance drops to zero), the inventory item can no longer be assigned. NOTE: The inventory balance does not actually decrease, it just changes status. The decrease is shown to visually indicate that there have been assignments made from the inventory item.

REQUEST A TRANSFER OF AN INVENTORY ITEM

Inventory found in an inventory site other than where the requirement is needed must first be transferred to the inventory site where it is needed before it can be assigned. If the requirement is for non-cable material, you may only select one requirement to be satisfied per transfer request. Select an inventory item that you wish to have transferred and select the requirement to which you would like the inventory assigned once the material has been transferred and received. If the requirement is for cable, you may select multiple requirements to be satisfied per transfer request. Select an inventory item that you wish to assign and select one or more requirements to which you would like the inventory assigned once the material has been transferred and received. Remarks entered in the Remarks text box are recorded with the transfer request.

To satisfy the selected requirement with a transfer request, press the Transfer Request toolbar button located on the INVENTORY SCAN RESULTS window or select "Request Transfer" from the Actions menu. The system displays a message under the following conditions:

If no requirement is selected, an error message is displayed. Respond to the message by pressing OK.

If you request a transfer of an inventory item located in the same inventory site where the requirement is needed, an error message is displayed. Respond to the message by pressing OK.

If you request a transfer of an inventory item whose balance is zero, an error message is displayed. Respond to the message by pressing OK.

If you request a transfer of an inventory item to satisfy multiple requirements and the inventory balance is not large enough to satisfy all of the requirements selected, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the system creates a transfer request as follows:

A transfer is created for the selected inventory item for the quantity to be transferred. If transferring cable, the transfer request is created for the total quantity on the reel. Only the quantity needed will be assigned once the material is received into inventory, but the entire reel must be transferred to avoid having to split the reel prior to its transfer. If transferring non-cable, the transfer request is created for the quantity needed.

If a selected requirement is completely satisfied by the transfer request, it is put into a "transfer requested" status. If a selected requirement is not completely satisfied, it remains in a "needed" status and the remaining quantity needed is calculated.

No further action is required of the requestor. The transfer is approved or rejected by the inventory site to which the request is made; this process is described in the second section of this document.

As transfer requests are made, the needed quantity in the Requirements grid is decreased by the quantity requested to be transferred. When a requirement is completely satisfied (needed quantity drops to zero), a check mark appears beside the requirement. Likewise, as inventory items are used to satisfy requirements, the inventory balance in the Found Inventory Items grid decreases by the quantity requested to be transferred. Once an inventory item is completely depleted (balance drops to zero), the inventory item can no longer be requested to be transferred. NOTE: The inventory balance does not actually decrease, it is just "ear-marked" for transfer. The decrease is shown to visually indicate that transfer requests have been made for the inventory item.

UNDO AN ASSIGNMENT OR TRANSFER REQUEST

Prior to leaving the INVENTORY SCAN RESULTS window, you may undo the assignments or transfer requests made for a particular requirement.

To undo an assignment or transfer request, select requirements(s) from the Requirements grid to which assignments or transfer requests have been made and press the Undo toolbar button located on the INVENTORY SCAN RESULTS window or select "Undo" from the Edit menu.

If, upon selection, the Undo toolbar button or menu item is not enabled, the requirement has had neither an assignment nor a transfer request made.

The last assignment made or the last transfer request made is undone as follows:

If undoing an assignment, the inventory item is unassigned from the selected requirement and an Unassignment material inventory transaction is recorded for each unassignment made. If the inventory item is no longer assigned to any requirement, it reverts back to its previous status unless its previous status was "assigned". An inventory item that was reassigned is not assigned back to its original requirement(s) on an undo. Instead, it is put into the "unassigned" status.

If undoing a transfer request, the transfer request is marked as no longer needed for the selected requirement and if the transfer request is no longer needed to satisfy any requirement, it is deleted.

The selected requirement is put back into a "needed" status, marked as ready to be fulfilled, and its remaining needed quantity is calculated.

Both the needed quantity in the Requirements Found and the inventory balance in the Inventory Items grid are increased by the quantity that was previously assigned or by the quantity that was requested to be transferred. The check-mark indicating that the requirement has been satisfied is no longer displayed.

You may continue to undo multiple assignments or transfer requests for a requirement as long as the Undo toolbar button is enabled.

To close the INVENTORY SCAN RESULTS window, double-click the control box located in the upper left corner of the window. At this time, if an assignment was made for Central Office Equipment, an RF-8010 form is printed to move the material from the 1220.1412

account to the FRC and the Exception GLC of the requirement to which it is assigned (see Attachment 2).

CREATE A USER-DEFINED INVENTORY SCAN

If the automatic inventory scan did not find any unassigned or surplus inventory that could be used to satisfy a material requirement or you want to expand the search criteria, you may request a user-defined inventory scan.

Select a requirement that you wish to satisfy and press the Inventory Scan toolbar button located on the NEEDED REQUIREMENTS window or select "Satisfy Requirements" and then select "with Existing Inventory..." from the Actions menu. The system displays an error message if you select more than one requirement. Respond to the error message by pressing YES if you want the system to deselect all but the first requirement selected and continue or press NO if you do not want to continue. If a single requirement is selected or you pressed YES in response to the error message, the INVENTORY SCAN SEARCH CRITERIA dialog as shown in Fig. 132 is displayed.

This dialog allows you to define the search criteria of an inventory scan to search for inventory that could be used to satisfy a material requirement.

Provide the following information to identify the type of material to search for, the location to search, and the maximum number of inventory items to display.

Material Type - Select the type of material to search for from the Material Type list box or accept the default of "Normal". You may choose to search for "normal", "emergency", or "consignment" inventory.

State - Type a valid state to search in the State combo box or select one from its drop down list. If searching for "normal" inventory, the drop down contains a list of all nine states in the

BellSouth region. Security Work-Around: If you a user of the Materials Management application only, you can view inventory in any state. If you are a Materials Management user and a user of another OSPCM application, you can view inventory only in the states to which you have access. Therefore, where this document states that all states, CMCs, or inventory sites are listed, may not apply if you have access to other OSPCM applications besides Materials Management. If searching for "emergency" inventory, the drop down contains a list of the states that can store emergency material. Emergency inventory can be stored at either an inventory site that is allowed to have emergency material or at a warehouse site. If searching for "consignment" inventory, the drop down contains a list of states that can store consignment material. Consignment material can only be stored at a warehouse site.

The State combo box defaults to the state of the selected requirement.

CMC - Type a valid CMC to search in the CMC combo box or select one from its drop down list. If searching for "normal" inventory, the drop down contains a list of all CMCs in the BellSouth region (the state for each CMC listed is also displayed in the drop down). Security Work-Around: If you a user of the Materials Management application only, you can view inventory in any CMC. If you are a Materials Management user and a user of another OSPCM application, you can view inventory only in the CMCs to which you have access. Therefore, where this document states that all states, CMCs, or inventory sites are listed, may not apply if you have access to other OSPCM applications besides Materials Management.

If searching for "emergency" inventory, the drop down contains a list of the CMCs that can store emergency material. If searching for "consignment" inventory, the drop down contains a list of CMCs that can store consignment material. The CMC combo box defaults to the CMC of the selected requirement. Select "(ALL)" to search all CMCs that can store the type of material you are looking for in the specified state. If the CMC selected is not in the selected state, the State combo box is changed to the state of the selected CMC.

Inventory Site - Type a valid inventory site to search in the Inventory Site combo box or select one from its drop down list. If searching for "normal" inventory, the drop down contains a list of all inventory sites and Refurbished Central Office Equipment (RCOE) sites in the BellSouth region (the

CMC and state for each inventory site listed is also displayed in the drop down). Security Work-Around: If you a user of the Materials Management application only, you can view inventory in any inventory site. If you are a Materials Management user and a user of another OSPCM application, you can view inventory only in the inventory sites to which you have access. Therefore, where this document states that all states, CMCs, or inventory sites are listed, may not apply if you have access to other OSPCM applications besides Materials Management. If searching for "emergency" inventory, the drop down contains a list of the inventory sites that can store emergency material and all warehouse sites. If searching for "consignment" inventory, the drop down contains a list of all warehouse sites. The Inventory Site combo box defaults to the inventory site of the selected requirement. Select "(ALL)" to search all inventory sites that can store the type of material that you are looking for in the specified state or CMC. If the inventory site selected is not in the selected state or CMC, the contents of the State combo box and/or the CMC combo box is changed to the state and CMC of the selected inventory site.

Max Records to Show - This limits the number of inventory items returned by the search and defaults to the maximum number of records last requested (If you are using this dialog for the first time, the default is 25). You may decrease or increase this number in increments of 5 by using the spin buttons or enter your own maximum directly into the text box. The maximum number of records that may be displayed is 999.

Define the search criteria to be used in the scan by providing the following information:

Material Description - If you want to search for inventory items having the same material description as the selected requirement, select the Material Description radio button. The material description of the selected requirement is displayed in the associated text box. If you choose to search by Material Description, the only additional search criteria allowed is Status. By default, the inventory scan searches by Material Description.

Subcategory - If you want to search for inventory items in the same or in a different material subcategory as the selected requirement, select the Material Details radio button and then select the Subcategory check box. The subcategory to search for must be in the material

category of the selected requirement. Type a valid material subcategory or select one from the associated drop down list, which contains a list of the valid subcategories in the category of the selected requirement. The Subcategory text box defaults to the material subcategory of the selected requirement. For reference, the requirement's material category is displayed in the Category text box

Cable Gauge - If you want to search for inventory items having a cable gauge greater than or equal to a specified gauge, select the Material Details radio button and then select the Cable Gauge check box. This choice is available only if the selected requirement is for a material description that has a cable gauge. Select an operator from the Cable Gauge list box and select or type a valid cable gauge from the Cable Gauge combo box. You may choose from the following operators: "=" (equal to) or ">=" (greater than or equal to). The default operator is "=". The rightmost Cable Gauge drop down contains a list of valid cable gauges (19, 22, 24, and 26).

Pair Size - If you want to search for inventory items having a pair size greater than or equal to the pair size of the selected requirement, select the Material Details radio button and then select the Pair Size check box. This choice is available only if the selected requirement is for a material description that has a pair size. Select an operator from the Pair Size list box and select or type a valid pair size from the Pair Size combo box. You may choose from the following operators: "=" (equal to) or ">=" (greater than or equal to). The default operator is "=". The rightmost Pair Size drop down contains a list of the pair sizes that BellSouth currently uses that are greater than or equal to the pair size of the requirement.

Fiber Count - If you want to search for inventory items having a fiber count greater than or equal to the fiber count of the selected requirement, select the Material Details radio button and then select the Fiber Count check box. This choice is available only if the selected requirement is for a material description that has a fiber count. Select an operator from the Fiber Count list box and select or type a valid fiber count from the Fiber Count combo box. You may choose from the following operators: "=" (equal to) or ">=" (greater than or equal to). The default

operator is "=". The rightmost Fiber Count drop down contains a list of the fiber counts that BellSouth currently uses that are greater than or equal to the fiber count of the requirement.

Status - If you want to search for inventory items having a specific inventory status, check or uncheck the appropriate Status check box. By default, the system searches for all statuses. To search for assigned inventory items only, uncheck all statuses except for the Assigned status. To search for unassigned inventory items only, uncheck all statuses except for the Unassigned status. To search for surplus inventory items only, uncheck all statuses except the Surplus status. You must indicate at least one inventory status. To get help while on this dialog, press the HELP button. To close this dialog without running an inventory scan, press the CANCEL button. To close this dialog and run the inventory scan, press the OK button. The system displays an appropriate error message under the following conditions. Respond to the error message by pressing OK.

If an invalid state is provided.

If an invalid CMC is provided.

If an invalid inventory site is provided.

If zero is entered as the maximum number of records to display.

If Subcategory is selected and no subcategory is provided or an invalid subcategory is provided.

If Cable Gauge is selected and no cable gauge value is provided or an invalid cable gauge value is provided.

If Pair Size is selected and no pair size value is provided or an invalid pair size value is provided.

If Fiber Count is selected and no fiber count value is provided or an invalid fiber count value is provided.

An inventory status to search for is not provided.

If no errors are found, the system determines the inventory status to search for based on the search location and then further limits the search based on the criteria you have provided, including the status criteria. For example, searching the entire state that is responsible for procuring the requirement normally finds all assigned, unassigned, and surplus inventory in the requirement's inventory site. If you indicate that only unassigned inventory should be searched for, the system will not search for assigned or surplus items. The system initially determines the inventory status to search for by applying the following business rules:

Surplus inventory and inventory located at an RCOE site is available to any inventory site located in the BellSouth region.

Emergency inventory located at a warehouse site or at an inventory site is available only to an inventory site located within the responsible state.

Unassigned non-emergency inventory is available only to an inventory site located within the responsible CMC.

Assigned inventory is available only to the responsible inventory site. You cannot request that assigned material be transferred because it is unlikely that an assigned inventory item would be released for transfer. The inventory site from which the transfer is made can transfer assigned material if it chooses, but assigned material cannot be requested to be transferred via the Materials Management application.

If searching for "normal" inventory, the scan searches for inventory items based on the location that you have specified to search as follows:

State - If you are searching an entire state (i.e., a valid state is selected and "(ALL)" is selected for CMC and Inventory Site) and the state to search is not the state responsible for procuring the selected requirement, the system searches for surplus inventory items only. If the state to search is the state responsible for procuring the selected requirement, the system searches for assigned, unassigned, and surplus inventory items which are the responsibility of the requirement's inventory site, searches for unassigned and surplus inventory items which are the responsibility of any other inventory site in the requirement's CMC, and searches for surplus inventory items which are the responsibility of any other inventory site in that state. Since the system allows assigned material found in the inventory site where the requirement is needed to be re-assigned, the term "unassigned", when searching for cable in the same inventory site where the requirement is needed, refers to reels that could be partially unassigned. Both the assigned and unassigned portions of the reel are candidates for available material.

CMC - If you are searching an entire CMC (i.e., a valid state and CMC are selected and "(ALL)" is selected for Inventory Site) and the CMC to search is not the CMC responsible for procuring the selected requirement, the system searches for surplus inventory items only. If the CMC to search is the CMC responsible for procuring the selected requirement, the system searches for assigned, unassigned, and surplus inventory items which are the responsibility of the requirement's inventory site and searches for unassigned and surplus inventory items which are the responsibility of any other inventory site in that CMC. Since you must transfer an inventory item found in another inventory before it may be assigned, the term "unassigned", when searching for cable in an inventory site different from the requirement's inventory site, refers to reels that are completely unassigned.

Inventory Site - If you are searching an inventory site (i.e., a valid state, CMC, and inventory site are selected) and the inventory site to search is not in the CMC responsible for procuring the selected requirement, the system searches for surplus inventory items only. If the inventory site to search is not the inventory site responsible for procuring the selected requirement but is in the CMC responsible for procuring the selected requirement, the system searches for unassigned and surplus inventory items which are the responsibility of that inventory site. If the inventory site to search is the same inventory site responsible for

procuring the requirement, the system searches for assigned, unassigned, and surplus inventory items which are the responsibility that inventory site.

If the selected requirement is for Central Office Equipment (COE) or if you are searching for "emergency" or "consignment" inventory, the inventory scan applies the following rules:

If the selected requirement is for COE, in addition to searching in the specified search location, the system also searches for COE inventory items located in all RCOE sites regardless of the search location or the Inventory Status selected.

If searching for "emergency" inventory, the system searches for emergency material stored at all warehouse sites and at all inventory sites that can store emergency material in the State specified regardless of the CMC, the Inventory Site or the Inventory Status selected.

If searching for "consignment" inventory, the system searches for consignment material stored at all warehouse sites in the State specified regardless of the CMC, the Inventory Site or the Inventory Status selected.

In addition to meeting the specified criteria, the inventory item must also meet the following conditions to be considered available material:

It has not been issued,
its inventory balance is greater than or equal to the smallest quantity needed (if the requirement is for cable) or its inventory balance is greater than zero (if the requirement is for non-cable), and

it does not have an outstanding transfer request (if the inventory item is found in a different inventory site than where the requirement is needed).

If the search finds inventory items that meet all of the above criteria, the INVENTORY SCAN RESULTS window asshown in Fig. 133 is displayed; if not, the system displays an appropriate

message to indicate that no inventory items were found. Respond to the message by pressing OK.

This window displays the results of the inventory scan and inventory items may be assigned or requested for transfer as described earlier.

REFINE THE SEARCH CRITERIA FOR THE INVENTORY SCAN

To refine the search criteria, press the Refine Search Criteria toolbar button located on the INVENTORY SCAN RESULTS window or select "Refine Search Criteria" from the Actions menu. The INVENTORY SCAN SEARCH CRITERIA dialog is re-displayed with the criteria previously used to generate the inventory scan. You may change the scan location, maximum records to show, and scan criteria as desired. If there are more inventory items found than were shown, and you wish to see more, increase the value in the Max Records to Show text box. After the changes have been made, resubmit the inventory scan by pressing the OK button. The INVENTORY SCAN RESULTS window displays the results of the new inventory scan.

PRINT AN INVENTORY SCAN REPORT

To print an Inventory Scan Report, press the Printer toolbar button located on the main MATERIALS MANAGEMENT window or select "Print" from the File menu while the INVENTORY SCAN RESULTS window is the active window. The PRINT dialog as shown in Fig. 134 is displayed.

This dialog allows you to print a report. The Reports grid contains a list of the available reports. The Copies text box sets the number of copies to print and defaults to 1. The Print to File check box allows you to save the report in a file instead of printing it on paper. The Printer text box displays your default printer. To change the printer, press the PRINTER button. The PRINT SETUP dialog as shown in Fig. 135 is displayed.

This is the Microsoft Windows Print Setup dialog that allows you to change your default printer.

To get help while on the PRINT dialog, press the HELP button. To close the dialog without printing, press the CANCEL button.

To print a copy of the current window as an image (i.e., screen print), select Print Form as Image from the Reports grid and press the OK button. An image of the INVENTORY SCAN RESULTS window is printed.

To print an inventory scan report, select Inventory Scan Report from the Reports grid and press the OK button. An Inventory Scan report similar to the one shown below is generated. Data for the report is collected from the current contents of the Inventory Items grid on the INVENTORY SCAN RESULTS window.

MP-10310   INVENTORY SCAN   Page 1
By: John Doe (yjkoiyt)
Date: 05/10/1996
Job: MA031SCN
Site:

Material Description	Serial Number	Balance Quantity	Status	Custom Features	Job Number	Inventory Site	Physical Location	Age
BKMA-50	CB34589	50	U			LOUE	INV	94
BKMA-50	G5610580	310	U			LOUE	ALT	63
BKMA-50	LOUEDL3841	50	U			LOUE	INV	39
BKMA-50	LOUEEJ0801	150	U			LOUE	INV	4

If the Print to File check box is checked when you press OK, the SAVE REPORT TO FILE dialog as shown in Fig. 136 is displayed.

This dialog allows you to identify where you would like to save the report. Select a drive and directory, then specify a file name for the report. Press OK to save the report in the specified file.

Attachment 1:

The following information is printed on the RF-8010 form when unassigning Central Office Equipment:

Transfer Report No. - The state responsible for the inventory item followed by the OSPCM Material Inventory Transaction Number (e.g., KYI 1184).

Purpose of Transfer- This field always equals "Adj. Accounts".
Ship/Transfer From (Credit)

Location - The inventory site responsible for the inventory item.

State - The state responsible for the inventory item.

Geo. Loc. - The exception geographic location code of the substep to which the inventory item was assigned.

Auth. No. - The job number to which the inventory item was assigned.

RCO - The responsibility code of the inventory site responsible for the inventory item.

RCC - The responsibility code of the inventory site responsible for the inventory item.

Field Code - The field reporting code (FRC) of the substep to which the inventory item was assigned, (i.e., 257C).

Vendor Order Number - The purchase order or select ticket on which the inventory item was shipped.

Ship/Transfer To (Debit)

Location - The inventory site responsible for the inventory item.

State - The state responsible for the inventory item.

Geo. Loc. - The geographic location code of the inventory site responsible for the inventory item.

RCO - The responsibility code of the inventory site responsible for the inventory item.

RCC - The responsibility code of the inventory site responsible for the inventory item.

Func. Code - The function code of the Material Held For Future Use account. This field is always equal to "5C5".

Transportation Instructions

Field Code - This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.

Engineering Contact

Engineer-The name of the user's supervisor. The "user" is the person who unassigned the inventory item.

Prepared By - The name of the person who unassigned the inventory item. The user's Common Userid (CUTD) is used to obtain his/her name.

Date - The date the inventory item was unassigned. This field is always equal to the current date.

Remarks - Remarks entered at the time the inventory item was unassigned.

Equipment Description - The description of the inventory item unassigned.

If the material is serialized, its serial number will be printed following the material description.

Cond. - The condition of the material. This field always equals "G" (good).

Qty. - The quantity of material unassigned.

Per - This field always equals "EA" (each).

Yr. PI. - The year the inventory item was receipted into inventory.

Attachment 2:

The following information is printed on the RF-8010 form when assigning Central Office Equipment:

Transfer Report No. - The state responsible for the inventory item followed by the OSPCM Material Inventory Transaction Number (e.g., KYI 1184)

Purpose of Transfer- This field always equals "Adj. Accounts".

Ship/Transfer From (Credit)

Location - The inventory site responsible for the inventory item.

State - The state responsible for the inventory item.

Geo. Loc. - The geographic location code of the inventory site responsible for the inventory item.

Auth. No. - The job number for which the inventory item was ordered.

RCO - The responsibility code of the inventory site responsible for the inventory item.

RCC - The responsibility code of the inventory site responsible for the inventory item.

Func. Code - The function code of the Material Held For Future Use account. This field is always equal to "5C5T".

Ship/Transfer To (Debit)

Location - The inventory site responsible for the inventory item.

State - The state responsible for the inventory item.

Geo. Loc. - The exception geographic location code of the substep to which the inventory item was assigned, a

Auth. No. - The job number to which the inventory item was assigned.

RCO - The responsibility code of the inventory site responsible for the inventory item.

RCC - The responsibility code of the inventory site responsible for the inventory item.

Field Code - The field reporting code (FRC) of the substep to which the inventory item was assigned (i.e., 257C).

Transportation Instructions

Field Code - This field defaults to 6 blanks followed by an "M".

Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.

Engineering Contact

Engineer - The name of the user's supervisor. The "user" is the person who assigned the inventory item.

Prepared By - The name of the person who assigned the inventory item. The user's Common Userid (CUED) is used to obtain his/her name.

Date - The date the inventory item was assigned. This field is always equal to the current date.

Remarks - Remarks entered at the time the inventory item was assigned.

Equipment Description - The description of the inventory item assigned. If the material is serialized, its serial number will be printed following the material description.

Cond. - The condition of the material. This field always equals "G" (good).

Qty. - The quantity of material assigned.

Per - This field always equals "EA" (each).

Yr. PL - The year the inventory item was receipted into inventory.

APPROVE A TRANSFER REQUEST

From the Materials Management application window as shown in Fig. 137, select "Show Transfer Requests" and then select "to be Approved..." from the Inventory menu. This

function is available only if you are a Materials Management Manager, Materials Management Clerk, or a Materials Management Warehouse user and have the authority to update inventory.

If there are no outstanding transfer requests, the system will display an appropriate message. Respond to the message by pressing OK. If there are outstanding transfer requests, the SELECT INVENTORY SITE dialog as shown in Fig. 138 is displayed.

This dialog allows you to select the inventory site for which transfer requests need to be approved. To do so, provide the following information:

Inventory Site - Enter or select a valid inventory site from the Inventory Site combo box. If you are a Materials Management manager or clerk, the drop down list is populated with a list of inventory sites (excluding RCOE and warehouse sites) which currently have transfer requests that require approval and/or transfer requests that have been approved but not yet receipted. If you are a Materials Management warehouse user, the drop down list is populated with a list of warehouse sites and RCOE sites which currently have transfer requests that require approval and/or transfer requests that have been approved but not yet receipted. To get help while on this dialog, press the HELP button. To close this dialog without selecting an inventory site, press the CANCEL button. To close this dialog and display the transfer requests for the selected inventory site, press the OK button. The system displays an appropriate message if the inventory site entered does not have any transfer requests (i.e., inventory site is not in the drop down list). Respond to the message by pressing OK.

If no errors are found, the APPROVE TRANSFER REQUEST FOR xxxx window as shown in Fig. 139 is displayed, where xxxx is the selected inventory site.

From this window you may approve the transfer of an inventory item requested, approve the transfer of a substitute inventory item, reject a transfer request, or cancel the transfer of an inventory item which has not been receipted.

The Awaiting Approval grid displays the inventory items waiting to be approved for transfer by the selected inventory site. The following information is displayed:

Material Description - The material description of the inventory item requested.

Serial Number - The serial number of the inventory item requested (if serialized).

Requested Quantity - The quantity of material requested.

Requested From Status - The inventory status from which the material was requested. Values are "U" (unassigned) or "S" (surplus).

Physical Location - A symbol here indicates that the inventory item requested is located at an alternate address. No symbol means that the inventory item is located at the selected inventory site.

To Inv Site - The inventory site requesting the transfer.

Requested Date - The date the transfer request was made.

The Approved but Not Receipted grid displays all of the inventory items that have been approved for transfer by the selected inventory site but have not been receipted. The following information is displayed:

Material Description - The material description of the inventory item approved for transfer.

Serial Number - The serial number of the inventory item approved for transfer (if serialized).

Approved Quantity - The quantity of material approved for transfer.

To Inv Site - The inventory site requesting the transfer.

Approval Date - The date that the inventory item was approved for transfer.

A symbol appears in the Physical Location column if the inventory item is not physically at the responsible inventory site, but is at an alternate storage location. To view the address of where the inventory item is located, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The PHYSICAL LOCATION dialog as shown in Fig. 140 is displayed.

This dialog displays the location of an inventory item that is not physically located at the inventory site responsible for the material. Information includes the code under which this alternate address was saved, the contact name and phone number, company name, street address, room number, city, state, and zip. To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

TRANSFER THE INVENTORY ITEM REQUESTED

To approve a transfer request for the inventory item requested, select an inventory item from the Awaiting Approval grid on the APPROVE TRANSFER REQUEST window. The following information is displayed in the area below the grid:

Available Quantity - The inventory balance of the material in the requested status at the location where it exists. For example, there exists an unassigned inventory balance of 600 for AFAW-100 at alternate address 123 1st Street or a surplus inventory balance of 500 for AFAW-100 at inventory site LOUE.

Transfer Quantity - The quantity of material to be transferred. If the request is for serialized inventory, the Transfer Quantity is set equal to the available quantity. This is because the

entire serialized quantity must be transferred. If the request is for non-serialized inventory, the Transfer Quantity is set equal to the lesser of the available quantity or the requested quantity. This is because you cannot transfer more inventory than is available nor transfer more non-serialized inventory than has been requested. The quantity to be transferred may be changed if the inventory item to be transferred is non-serialized. However, the quantity entered may not be greater than the quantity available nor greater than the quantity requested to be transferred.

Request Remarks - This text box displays the remarks entered at the time the inventory item was requested for transfer. If no remarks were entered, this field is blank.

To record remarks with the Transfer material inventory transaction created at the time the request is approved, enter your remarks in the Transfer Remarks text box.

To approve the transfer of the selected inventory item, press the Transfer Item toolbar button located on the APPROVE TRANSFER REQUEST window or select "Approve Transfer" from the Actions menu. The system displays an appropriate message under the following conditions:

If you try to approve a transfer and the inventory item no longer has an available quantity, an error message is displayed. Respond to the message by pressing OK.
If you try to transfer a quantity greater than zero but less than the quantity requested, the system displays a warning message. Respond to the warning message by pressing YES if you still wish to transfer the item or NO if you do not want to transfer the item.

If no errors are found, the system approves the transfer request as follows:

The transfer request is put into the "approved" status.

The inventory item is put into the "in-transit" status and a Transfer material inventory transaction is recorded. The inventory item will remain the responsibility of the "from" inventory site until receipted in the "to" inventory site.

The Transfer transaction is marked as not to be sent to Asset Management.

If the transferred quantity is less than the requested quantity, each material requirement for which the transfer was requested has its remaining needed quantity re-calculated. If greater than zero, the requirement is put back into the "needed" status and marked ready to be fulfilled.

If the transferred quantity is greater than or equal to the requested quantity, each material requirement for which the transfer was requested is put into the "transferred" status.

TRANSFER A SUBSTITUTE INVENTORY ITEM

If the inventory item requested to be transferred is no longer available (the Available Quantity equals zero) or you do not want to transfer that inventory item for some reason, you may search for suitable substitutes and choose one of these to transfer. When substituting material, all but a serial number change should be agreed upon by the inventory site that requested the transfer to be sure that the item is a suitable substitute.

If you would like to transfer a substitute item, select an inventory item from the Awaiting Approval grid and press the Find Substitutes toolbar button located on the APPROVE TRANSFER REQUEST window or select "Transfer Substitute Item" from the Actions menu. A process is initiated to search for inventory items that could be used as substitutes as follows:

If the selected transfer request is for cable, the inventory scan searches for unassigned, surplus, or assigned inventory items which have not been issued that have the same material description as requested and have an inventory balance greater than or equal to the quantity requested. Since a reel of cable may have both unassigned and assigned balances, the term "unassigned", when searching for cable to transfer from your inventory site, refers to reels that could be partially unassigned.

If the selected transfer request is for non-cable, the inventory scan searches for unassigned, surplus, or assigned inventory items which have not been issued that have the same material description as requested and have an inventory balance greater than zero.

If there are inventory items that meet this criteria, the AVAILABLE SUBSTITUTES window as shown in Fig. 141 is displayed; if not, the system displays an appropriate message to indicate that no inventory items were found. Respond to the message by pressing OK.

This dialog allows you to select a substitute inventory item to transfer in place of the inventory item requested. The following information is displayed:

Requested Quantity - The quantity of material requested to be transferred.

Transfer Quantity - The quantity to be transferred. It is initially set to zero and is increased as inventory items are selected to be transferred.

The grid on this dialog displays the inventory items found that could be used as a substitute for the inventory item requested. The following information is displayed:

Material Description - The material description of the inventory item.

Custom Features (abbreviated CF) - A symbol here indicates that the inventory item has custom material features (e.g., inside pulling eye).

Serial Number - The serial number of the inventory item (if serialized).

Physical Location - A symbol here indicates that the inventory item is located at an alternate address. No symbol means that the inventory item is located at the inventory site responsible for the material.

Status - The inventory status of the inventory item. Values are "U" (unassigned), "S" (surplus), or "A" (assigned).

Quantity - The inventory balance of the inventory item in that status at that location.

Age - The age of the inventory item in days. If this is non-serialized material and the individual items were receipted on different days, the age displayed will be that of the oldest item. If the age of the inventory item is greater than 9999 days, asterisks will appear in this column.

A symbol appears in the Physical Location column if the inventory item is not physically at the responsible inventory site, but is at an alternate storage location. To view the address of where the inventory item is located, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The PHYSICAL LOCATION dialog as shown in Fig. 142 is displayed.

This dialog displays the location of an inventory item that is not physically located at the inventory site responsible for the material as described earlier.

A symbol appears in the Custom Features column (abbreviated CF) if the inventory item found has custom features. To view the custom features, double-click on the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The custom features displayed will vary with the type of inventory item.

If the inventory item selected is cable, the dialog displays the custom features associated with cable as shown in Fig. 143. Information includes whether or not the inventory item has pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections.

If the inventory item selected is a capacitor, the dialog displays the custom features associated with capacitors as shown in Fig. 144. Information includes the microfarads and/or ohms of the capacitor.

If the inventory item selected is a non-standard pedestal cross-box, the dialog displays its configuration as shown in Fig. 145. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.

If the inventory item selected is a non-standard pole-mounted cross box, the dialog display sits configuration as shown in Fig. 146. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

To get help while on the AVAILABLE SUBSTITUTES dialog, press the HELP button. If you decide not to transfer a substituted item, press the CANCEL button to close this dialog and either approve the transfer of the requested inventory item or reject the transfer request. The procedure for rejecting a transfer request is described later in this document.

If you decide to transfer a substitute inventory item from the list of available substitutes, select the inventory item(s) you wish to transfer. You may select multiple inventory items only if the inventory items are non-serialized and located in the same physical location. As an inventory item is selected, the Transfer Quantity is increased by the inventory balance of that inventory item. If transferring non-cable, the Transfer Quantity is not allowed to exceed the Requested quantity and is set equal to the lesser of the sum of the quantities selected to be transferred or the Requested Quantity. If transferring non-serialized material, you may decrease the Transfer Quantity if the entire balance is not to be transferred.

After selecting the inventory item(s) to transfer, press the OK button. The system displays a warning message if you try to transfer less material than has been requested. Respond to the warning message by pressing YES if you still wish to transfer the items or NO if you do not want to transfer the items.

If no errors are found and the selected inventory item is in the assigned status, the RELEASE ASSIGNMENTS dialog as shown in Fig. 147 is displayed. You must first unassign the material before transferring it.

This dialog allows you to unassign material from a requirement listed in the grid in order to have it transferred and assigned to another requirement. The following information is displayed above the grid.

Material Description - The description of the inventory item to be unassigned.

Requested Quantity - The quantity of material requested to be transferred.

Release Quantity - The quantity to be unassigned. If the inventory item is non-serialized, the Release Quantity is initially set to zero and is increased as requirements are selected to have material unassigned. If the inventory item is serialized, the Release Quantity is set equal to the inventory balance of the inventory item.

The grid on this dialog displays each requirement to which the selected inventory item is currently assigned. The following information is displayed:

Job - The job to which the inventory item is assigned.

Print - The job print to which the inventory item is assigned.

Step - The job step to which the inventory item is assigned.

Quantity Assigned - The portion of the inventory balance that is assigned to the requirement.

Work Environment (abbreviated WE) - The work environment for which the inventory item is needed (e.g., B = buried).

Work Action - The type of work for which the inventory item is needed (e.g., PLAC = Placing)

On Job Date - The date the material is needed on the job (Scheduled Start Date - On Job Interval).

Issue Date - The date the inventory item was issued for use on this requirement. If the inventory item has not been issued, this column is blank.

To get help while on this dialog, press the HELP button. If you decide not to approve the transfer of assigned material, press the CANCEL button to close this dialog.

If the inventory item is serialized, all requirements are automatically selected by the system when the RELEASE ASSIGNMENTS dialog is opened because the entire serialized quantity must be unassigned before it can be transferred. If the inventory item is non-serialized, you must select the requirement(s) from which the inventory item should be unassigned.

As requirements are selected, the Release Quantity is increased by the quantity assigned to that requirement. If the inventory item is non-cable, the Release Quantity is not allowed to exceed the Requested Quantity and is set equal to the lesser of the sum of the quantities selected to be unassigned or the Requested Quantity. Type any remarks in the Remarks text box that you wish to have recorded with the Unassignment transaction.

To release the assignment, press the OK button. The system displays an appropriate message under the following conditions:

If the selected requirement's material has been issued and there is only one assignment or the inventory item is serialized, the system displays a message indicating that the assignment cannot be released because the inventory item has been issued.

If the inventory item is non-serialized and multiple requirements have been selected and at least one of the selected requirements has had its material issued, the system displays a message indicating that a selected requirement has had its material issued and asking if you want the system to release the assignments that have not been issued. Respond to the message by pressing YES if you want to release the un-issued assignments. Respond to the message by pressing NO if you do not want to release the un-issued assignments.

If no requirement is selected to have its material unassigned, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the system releases the assignment as follows:

The inventory item is unassigned from the selected requirement(s) for the quantity to be released and an Unassignment material inventory transaction is recorded for each unassignment made.

If the inventory item is non-central office equipment and ordered direct to code, the Unassignment transaction is marked to be sent to Asset Management; otherwise it is marked as not to be sent to Asset Management.

If you released an assignment of Central Office Equipment, form RF-8010 is printed to move the material from the Field Reporting Code (FRC) and Geographic Location Code (GLC) of the requirement to which it was previously assigned to the 1220.1412 (Material Held For Future Use) account (See attachment 1).

After any assigned inventory is unassigned, the system approves the transfer of the substituted item as follows:

The transfer request is put into the "approved" status.

Each selected inventory item is put into the "in-transit" status for the quantity to be transferred and a Transfer material inventory transaction is recorded. The inventory item will remain the responsibility of the "from" inventory site until receipted in the "to" inventory site.

The Transfer transaction is marked as not to be sent to Asset Management.

If the transferred quantity is less than the requested quantity, each material requirement for which the transfer was requested has its remaining needed quantity re-calculated. If greater than zero, the requirement is put back into the "needed" status and marked ready to be fulfilled.

If the transferred quantity is greater than or equal to the requested quantity, each material requirement for which the transfer was requested is put into the "transferred" status.

REJECT A TRANSFER REQUEST PRIOR TO APPROVAL

If you find that the inventory item requested to be transferred is no longer available (the Available Quantity equals zero) or you do not want to approve the transfer for some reason, you may reject the transfer request.

To reject a transfer request, select an inventory item from the Awaiting Approval grid and press the Reject Transfer Request toolbar button located on the APPROVE TRANSFER REQUEST window or select "Reject Transfer Request" from the Actions menu. If no errors are found, the system rejects the transfer request as follows:

The transfer request is deleted.

Each material requirement for which the transfer was requested has its remaining needed quantity re-calculated. If greater than zero, the requirement is put back into the "needed" status and marked ready to be fulfilled.

CANCEL AN APPROVED TRANSFER REQUEST

If a transferred inventory item has not yet been receipted, you may cancel the transfer. For example, you decide to transfer a different inventory item or the requesting site made a phone call to cancel the transfer before the material was shipped.

To cancel a transfer, select an inventory item from the Approved but Not Receipted grid and press the Cancel Transfer toolbar button located on the APPROVE TRANSFER REQUEST window or select "Cancel Approved Transfer" from the Actions menu. If no errors are found, the system cancels the transfer as follows:

The transfer request is put back into the "unapproved" status.

The inventory item is moved from the "in-transit" status back to its previous status, unless its previous status was "assigned", and a Transfer Reversal material inventory transaction is recorded. An inventory item that had its assignments released in order to be transferred is not assigned back to its original requirement(s) when the transfer is cancelled. Instead, it is put into the "unassigned" status.

Each material requirement for which the material was transferred is put back into the "transfer requested" status.

The Transfer Reversal transaction is marked as not to be sent to Asset Management.

The transfer request may then be approved at a later date or rejected.

To close the APPROVE TRANSFER REQUEST window, double-click the control box located in the upper left corner of the window. If any material was transferred, one of the following forms is printed:

If transferring Central Office Equipment, form RF-8010 is printed to move the material from the 1220.1412 account in the "from" inventory site to the 1220.1412 account in the "to" inventory site (see attachment 2).

If transferring material other than Central Office Equipment, form RF-6241-M is printed (see attachment 3).

These forms should serve as the packing slip when shipping the material to the "to" inventory site.

Attachment 1:

The following information is printed on the RF-8010 form when unassigning Central Office Equipment:

Transfer Report No. - The state responsible for the inventory item followed by the OSPCM Material Inventory Transaction Number (e.g., KYI 1184)

Purpose of Transfer- This field always equals "Adj. Accounts".

Ship/Transfer From (Credit)

Location - The inventory site responsible for the inventory item.

State - The state responsible for the inventory item.

Geo. Loc. - The exception geographic location code of the substep to which the inventory item was assigned.

Auth. No. - The job number to which the inventory item was assigned.

RCO - The responsibility code of the inventory site responsible for the inventory item.

RCC - The responsibility code of the inventory site responsible for the inventory item.

Field Code - The field reporting code (FRC) of the substep to which the inventory item was assigned (i.e., 257C).

Vendor Order Number - The purchase order or select ticket on which the inventory item was shipped.

Ship/Transfer To (Debit)

Location - The inventory site responsible for the inventory item.

State - The state responsible for the inventory item.
Geo. Loc. - The geographic location code of the inventory site responsible for the inventory item.

RCO - The responsibility code of the inventory site responsible for the inventory item.

RCC - The responsibility code of the inventory site responsible for the inventory item.

Func. Code - The function code of the Material Held For Future Use account. This field is always equal to "5C5T".

Transportation Instructions

Field Code - This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.

Engineering Contact

Engineer - The name of the user's supervisor. The "user" is the person who unassigned the inventory item.

Prepared By - The name of the person who unassigned the inventory item. The user's Common Userid (CUID) is used to obtain his/her name.

Date - The date the inventory item was unassigned. This field is always equal to the current date.

Remarks - Remarks entered at the time the inventory item was unassigned.

Equipment Description - The description of the inventory item unassigned. If the material is serialized, its serial number will be printed following the material description.

Cond. - The condition of the material. This field always equals "G" (good).

Qty. - The quantity of material unassigned.

Per - This field always equals "EA" (each).

Yr. PI. - The year the inventory item was receipted into inventory.

Attachment 2:

The following information is printed on the RF-8010 form when transferring Central Office Equipment:

Transfer Report No. - The state from which the inventory item was transferred followed by the OSPCM Material Inventory Transaction Number (e.g., KYI 1184)

Purpose of Transfer- This field always equals "Adj. Accounts".

Ship/Transfer From (Credit)

Location - The inventory site from which the inventory item was transferred.

State - The state from which the inventory item was transferred.

Geo. Loc. - The geographic location code of the inventory site from which the inventory item was transferred.

RCO - The responsibility code of the inventory site from which the inventory item was transferred.

RCC - The responsibility code of the inventory site from which the inventory item was transferred.

Func. Code - The function code of the Material Held For Future Use account. This field is always equal to "5C5T".

Ship/Transfer To (Debit)

Location - The inventory site to which the inventory item was transferred.

State - The state to which the inventory item was transferred.

Geo. Loc. The geographic location code of the inventory site to which the inventory item was transferred.

RCO - The responsibility code of the inventory site to which the inventory item was transferred.

RCC - The responsibility code of the inventory site to which the inventory item was transferred.

Func. Code - The function code of the Material Held For Future Use account. This field is always equal to "5C5T".

Transportation Instructions

Field Code - This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.

Engineering Contact

Engineer-The name of the user's supervisor. The "user" is the person who transferred the inventory item.

Prepared By - The name of the person who transferred the inventory item. The user's Common Userid (CUID) is used to obtain his/her name.

Date - The date the inventory item was transferred. This field is always equal to the current date.

Remarks - Remarks entered at the time the inventory item was transferred.

Equipment Description - The description of the inventory item transferred. If the material is serialized, its serial number will be printed following the material description.

Cond. - The condition of the material. This field always equals "G".

Qty. - The quantity of material transferred.

Per - This field equal "EA" if non-cable is transferred or equals "FT" if cable is transferred.

Yr. PI. - The year the inventory item was receipted into inventory.

Attachment 3:

The following information is printed on the RF-6241-M form when transferring non-Central Office Equipment:

Shipped To

Name - The name of the person responsible for the inventory site from which the inventory item was transferred.

Tel. No. - The telephone number of the person responsible for the inventory site from which the inventory item was transferred.

Geo. Loc - The geographic location code of the inventory site from which the inventory item was transferred.

Street Address - The street address of the inventory site from which the inventory item was transferred.

City & State - The city and state of the inventory site from which the inventory item was transferred.

Shipped From

Name - The name of the person responsible for the inventory site to which the inventory item was transferred.

Tel. No. - The telephone number of the person responsible for the inventory site to which the inventory item was transferred.

Geo. Loc. - The geographic location code of the inventory site to which the inventory item was transferred.

Street Address - The street address of the inventory site to which the inventory item was transferred.

City & State - The city and state to which the inventory item was transferred.

Description - The material description of the inventory item transferred.

Serial Number - The serial number of the inventory item transferred (if serialized).

Quantity - The quantity of material transferred.

SET PREFERENCES

To set user preferences, select "Preferences" from the Options menu on the Materials Management application window. The PREFERENCES dialog as shown in Fig. 148 is displayed.

Each tab on the PREFERENCES dialog provides a different function.

SET TOOLBAR POSITION

To set the position of the main Materials Management toolbar for the current session, select one of the following options from the Toolbar frame located on the OSPCM tab:

Align Top - To position the toolbar at the top of the window, select Align Top. This is the default location for the toolbar.

Align Right - To position the toolbar along the right side of the window, select Align Right.

Align Left - To position the toolbar along the left side of the window, select Align Left.

Align Bottom - To position the toolbar at the bottom of the window, select Align Bottom.

Floating Toolbar - To place the toolbar in its own window, select Floating Toolbar.

To allow the toolbar to be moved by clicking and dragging, check Moveable Toolbar.

SET MESSAGE LEVEL

To indicate at which level you would like messages displayed for the current session, select one of the following options from the Message Level frame located on the OSPCM tab:

Novice - Select Novice if you are new to the Materials Management application. As a novice user, all messages will be displayed to you in the form of a dialog window. You must provide a response before you may continue.

Advanced - Select Advanced if you are familiar with the Materials Management application. As an advanced user, most messages are displayed on the status bar in the Last Action panel. Only messages that require a user response are displayed as a dialog.

SAVE SIZE AND POSITION OF WINDOWS

To save the size and position of windows each time they are closed during the current session, select one or more of the following options from the Remember Size and Position frame located on the OSPCM tab:

Application Window - To save the size and position of the main window, check Application Window.

Child Windows - To save the size and position of child windows, check Child Windows.

SET DEFAULT LOCATIONS

To set the default locations to be used during the current session, click the Default Location tab as shown in Fig.149.

The default locations will be used in various combo boxes throughout the Materials Management application. To set the default location, identify the state, CMC, and inventory site as follows:

State - Type or select a valid state from the State combo box. The drop down contains a list of all nine states in the BellSouth region.

CMC - Type or select a valid CMC from the CMC combo box. The drop down contains a list of all CMCs in the selected state.

Inventory Site - Type or select a valid inventory site from the Inventory Site combo box. The drop down contains a list of all inventory sites in the selected CMC.

To get help while on the PREFERENCES dialog, press the HELP button. To close this dialog without saving the changes made, press the CANCEL button. To close this dialog and save the changes made, press the OK button.

The changes made on the OSPCM tab will be made for the current session only. To save these changes between sessions, check the Save Settings on Exit item in the Options menu before exiting the Materials Management application.

Changes made on the Default Locations tab will be saved between sessions without having to check Save Settings on Exit. Any changes made to the default locations during a session will become the new default. For example, if your default inventory site is LOUE and you display an inventory item in inventory site LKWE, LKWE becomes the new default inventory site. To return to your original default settings, open the PREFERENCES dialog and press OK.

IDENTIFY TODAY'S REQUIREMENTS

This process runs nightly after midnight following the OSPCM scheduling process to determine the material requirements that need to be satisfied today so that they are available when the job is scheduled to be worked. Since a material requirement may be satisfied with

either an order or with material already in inventory, this process assumes that the material requirement will be satisfied with a new order because ordering material usually takes longer.

The process determines if a material requirement on an EWO job needs to be satisfied today by comparing its calculated order date with the current date. If all the following criteria are met, the requirement is flagged as needing to be fulfilled today:

the status of the job for which the requirement exists is "open",

the job for which the requirement exists is approved (i.e., the job has an approval date),

the status of the requirement is "open",

the material status of the requirement is "needed", and

the order date of the requirement is less than or equal to the current date.

These requirements may then be retrieved and satisfied by a Material Service Coordinator (MSC), a Customer Service Team member, a Marketing Provisioning Team member, a construction supervisor, or a construction clerk.

INTRODUCTION

The Materials Management Business Solution Area I deals with satisfying a material requirement on an Outside Plant Construction Engineering Work Order (EWO) or a Plant Work Order (PWO) job with new material. All new material is obtained through a real-time interface with OrderMaster, the front-end interface to REGIS and CAPRI. All PIDed items, those with a Product Identifier, are sent from OrderMaster to REGIS to be fulfilled, if possible, by a BellSouth Telecommunications (BST) warehouse. All non-PIDed items are sent from OrderMaster to CAPRI to be fulfilled by an outside vendor, such as AT&T. This Business Solution area is broken down into eight sections:

Calculate Order Date

Identify Today's Requirements

Order Material Requirements

View an Order

Receive Shipment Details

Receipt Ordered Material

Send Receipt Notification to CAPRI

Set Preferences

Each section is briefly described and then broken down into the actual navigational flow through the presentation and/or process. The purpose of this document is to gain consensus as to the deliverable for Materials Management Business Solution Area I.

The first section deals with calculating the order date for a material requirement. This process is called by the OSPCM Scheduling application each time a scheduling activity obtains a new schedule start date.

The second section deals with identifying material requirements that need to be satisfied today so that the material is available when the job is scheduled to be worked. An automated process will execute each night to identify those requirements for any open (i.e., not closed, cancelled, or completed) EWO-job that has been approved. A PWO job will not be automatically identified as needing requirements to be fulfilled. These requirements must be identified manually and ordered on an individual basis. The process will flag any open substep within that job that needs material and whose order date is less than or equal to today as having a material requirement that needs to be satisfied today. Each flagged substep may later be retrieved by a Visual Basic (VB) presentation window.

The third section deals with satisfying a material requirement with a new order. This area allows you to retrieve requirements for a specific job or to retrieve those requirements identified as needing to be satisfied today. The former is the method of choice in an emergency situation. The system provides a presentation that allows you to display a specific job or a list of jobs that have material requirements that need to be satisfied today. You then select those requirements you wish to order. The selected requirements are pre-processed and grouped into one or more orders/order items due to aggregation and various other ordering rules. The system provides a presentation that allows you to view each order created before it is sent to

OrderMaster. Appropriate changes can be made at this time, such as de-aggregating requirements aggregated to an order item within the order or changing the location to which an order should be shipped. You then send each order to OrderMaster separately. OrderMaster returns an OrderMaster Number ("Q" Number) if the order was processed successfully, indicates that the order has been queued, or indicates that an error was found.

The fourth section involves viewing an order which has already been sent to OrderMaster. This area allows you to retrieve a specific order and view details about that order and its associated line items. You may display a specific order via its OrderMaster Number, a Purchase Order Number or Select Ticket Number on which the order was or will be fulfilled, or via the Job Number for which the material was ordered.

The fifth section involves receiving shipment details from the procurement systems for an ordered item. An automated process will run each time shipment details are received from either REGIS or CAPRI. Shipment details are received from REGIS when a select ticket is created, each time a select ticket number changes (e.g. future day ticket to current day ticket), when the quantity or material to be shipped is changed, when a select ticket item is cancelled, or when the select ticket is loop closed indicating that the material has been shipped. Shipment details are received from CAPRI when a purchase order is created, when a shipment date has changed, or when a purchase order item is cancelled.

The sixth section involves receipting ordered material into inventory once the material has been shipped and delivered to the appropriate location. You have the choice of retrieving items to be receipted either by the OrderMaster Number on which the material was ordered or by the Purchase Order Number (vendor orders) or Select Ticket Number (BST warehouse orders) on which the material was shipped. The system provides a presentation that allows you to display order items within a specific order, order items shipped on a specific Purchase Order, or order items shipped on a specific Select Ticket. A list of items already receipted or to be receipted is displayed. The material can be receipted into inventory as unassigned material, receipted into inventory and assigned to the appropriate substep within the job for which it was ordered, or receipted into inventory and flagged as material to be returned.

The seventh section involves sending receipt notification to CAPRI, the system that processes outside vendor orders. All material ordered from an outside vendor must be reported to CAPRI after it has been received into inventory so that CAPRI may authorize payment to the vendor. This section describes MATERIALS MANAGEMENT'S daily interface to report order receipts to CAPRI. Since this is an automatic process initiated by the system on a daily basis, there is no user interface.

The eighth section involves setting user preferences. The system provides a presentation that allows you to set various preferences, such as the toolbar's position and a default location to be used throughout the application.

The navigation through the Materials Management application is done from the Materials Management application window, which has a button toolbar and pulldown menus to drive user selections.

The application window for Materials Management is shown in Fig. 150.

The first eight toolbar buttons on the OSPCM Material window apply only to Materials Management. Their functions are as follows:

Show Today's Requirements

Show a Job's Needed Requirements

Show All Requirements for a Job

Receipt an Order

Show Inventory Item

Inventory Scan

Show Transactions

Show an Order Summary

The remaining toolbar buttons are standard buttons that appear in all OSPCM applications. The first, second, fourth, and eight toolbar buttons are described in this document. The other Materials Management buttons are described in later business solutions.

INTRODUCTION

The Materials Management Business Solution Area I deals with satisfying a material requirement on an Outside Plant Construction Engineering Work Order (EWO) or a Plant Work Order (P WO) job with new material. All new material is obtained through a real-time interface with OrderMaster, the front-end interface to REGIS and CAPRI. All PIDed items, those with a Product Identifier, are sent from OrderMaster to REGIS to be fulfilled, if possible, by a BellSouth Telecommunications (BST) warehouse. All non-PIDed items are sent from OrderMaster to CAPRI to be fulfilled by an outside vendor, such as AT&T. This Business Solution area is broken down into eight sections:

> Calculate Order Date
>
> Identify Today's Requirements
>
> Order Material Requirements
>
> View an Order
>
> Receive Shipment Details
>
> Receipt Ordered Material
>
> Send Receipt Notification to CAPRI
>
> Set Preferences

Each section is briefly described and then broken down into the actual navigational flow through the presentation and/or process. The purpose of this document is to gain consensus as to the deliverable for Materials Management Business Solution Area I.

The first section deals with calculating the order date for a material requirement. This process is called by the OSPCM Scheduling application each time a scheduling activity obtains a new schedule start date.

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identified manually and ordered on an individual basis. The process will flag any open substep within that job that needs material and whose order date is less than or equal to today as having a material requirement that needs to be satisfied today. Each flagged substep may later be retrieved by a Visual Basic (VB) presentation window.

The third section deals with satisfying a material requirement with a new order. This area allows you to retrieve requirements for a specific job or to retrieve those requirements identified as needing to be satisfied today. The former is the method of choice in an emergency situation. The system provides a presentation that allows you to display a specific job or a list of jobs that have material requirements that need to be satisfied today. You then select those requirements you wish to order. The selected requirements are pre-processed and grouped into one or more orders/order items due to aggregation and various other ordering rules. The system provides a presentation that allows you to view each order created before it is sent to OrderMaster. Appropriate changes can be made at this time, such as de-aggregating requirements aggregated to an order item within the order or changing the location to which an order should be shipped. You then send each order to OrderMaster separately. OrderMaster returns an OrderMaster Number ("Q" Number) if the order was processed successfully, indicates that the order has been queued, or indicates that an error was found.

The fourth section involves viewing an order which has already been sent to OrderMaster. This area allows you to retrieve a specific order and view details about that order and its associated line items. You may display a specific order via its OrderMaster Number, a Purchase Order Number or Select Ticket Number on which the order was or will be fulfilled, or via the Job Number for which the material was ordered.

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The seventh section involves sending receipt notification to CAPRI, the system that processes outside vendor orders. All material ordered from an outside vendor must be reported to CAPRI after it has been received into inventory so that CAPRI may authorize payment to the vendor. This section describes MATERIALS MANAGEMENT'S daily interface to report order receipts to CAPRI. Since this is an automatic process initiated by the system on a daily basis, there is no user interface.

The eighth section involves setting user preferences. The system provides a presentation that allows you to set various preferences, such as the toolbar's position and a default location to be used throughout the application.

The navigation through the Materials Management application is done from the Materials Management application window, which has a button toolbar and pulldown menus to drive user selections.

The application window for Materials Management is shown in Fig. 151.

The first eight toolbar buttons on the OSPCM Material window apply only to Materials Management. Their functions are as follows:

Show Today's Requirements

Show a Job's Needed Requirements

Show AH Requirements for a Job

Receipt an Order

Show Inventory Item

Inventory Scan

Show Transactions

Show an Order Summary

The remaining toolbar buttons are standard buttons that appear in all OSPCM applications. The first, second, fourth, and eight toolbar buttons are described in this document. The other Materials Management buttons are described in later business solutions.

ORDER MATERIAL REQUIREMENTS

This section deals with satisfying a material requirement with a new order. To order a material requirement, you must first view the substeps within a job that has at least one material requirement to be satisfied. A substep is a breakdown of work required on a job step. You may do this in one of two ways.

View all of the requirements that need to be satisfied today (i.e., the substep for which the requirement is needed has an order date less than or equal to the current date).

OR

View all of a job's needed requirements regardless of when they need to be ordered (i.e., the substep for which the requirement is needed may have an order date greater than the current date or may not yet have had an order date calculated). The substep for which a requirement is needed does not have an order date calculated until it has gone through the scheduling process and is scheduled to begin work within 10 weeks of the current date (See Calculate Order Date section).

SHOW TODAY'S REQUIREMENTS

Today's requirements are those requirements that need to be satisfied today so that they are available by the time the job is ready to be worked.

To view the requirements that need to be satisfied today, press the Show Today's Requirements toolbar button located on the Materials Management application window or select "Show Today's Requirements..." from the Requirements menu. The SHOW TODAY'S REQUIREMENTS dialog as shown in Fig.152 is displayed. This function is available only if you are a Materials Management manager or clerk and you have the authority to order material.

This dialog allows you to select the scope for which material requirements that need to be satisfied today should be displayed- You must provide the following information:

CMC - Select or type a Construction Management Center (CMC) name in the CMC combo box, which contains a list of all CMCs in the states for which you may order material. This field defaults to the CMC you selected as your default CMC on the PREFERENCES window, which is described later in this document. If the selected CMC default is not in a state for which you may order material, this field defaults to the first CMC listed in the CMC drop-down list. If a CMC is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Optionally, you may select the Filter Requirements By check box to display only certain requirements within the selected CMC. Select one of the following choices:

Inventory Site - To display only requirements for a specific inventory site, select or type an inventory site name in the Inventory Site combo box, which contains a list of inventory sites for the specified CMC that currently have material requirements that need to be satisfied today. If an inventory site is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK. Inventory Site is the default radio button.

Resource ID - To display only requirements that are assigned to a specific resource ID, type a resource ID in the Resource ID text box.

To get help while on this dialog, press the HELP button. To close the dialog without displaying today's requirements, press the CANCEL button. To display the list of jobs that have requirements to be fulfilled today, press the OK button. The system displays an appropriate message under the following conditions:

If no requirements were found that needed to be satisfied today for the selected CMC, resource ID, or inventory site, an appropriate message is displayed. Respond to the message by pressing OK.

If an invalid resource ED is entered, an error message is displayed. Respond to the message by pressing OK.

If the Filter Requirements By check box is selected and neither a resource ID nor an inventory site is entered, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the JOBS window as shown in Fig. 153 is displayed.

This window displays a list of open jobs, prints, and steps, within the scope selected, that have material requirements that need to be satisfied today. To the view the requirements, double-click a job, print, or step or move the marquee to it and press ENTER. The NEEDED REQUIREMENTS for JOB xxxx window as shown in Fig. 154 is displayed, where xxxx is the selected job number.

The Active Filters frame displays the filters used to display the requirements. The Totals frame displays the total Million Conductor Feet (MCF) and/or Fiber Kilo Feet (FKF) needed for all the requirements shown and the total MCF and/or FKF currently selected.

The grid displays the material requirements within the job, print, or step (depending on the selection from the JOBS window) that are in the "needed" status and have an order date which is prior to or equal to the current date. The following information is displayed for each material requirement:

Print - The job print for which the requirement is needed.

Step - The job step for which the requirement is needed.

Inventory Found (abbreviated Inv) - A symbol here indicates that there is available inventory that could be used to satisfy the requirement. Discussion of this field is deferred to Business Solution II.

Material Description - The description of the material needed.

Quantity - The quantity of material needed to do the work.

Custom Features (abbreviated CF) - A symbol here indicates that custom features (e.g., inside pulling eye) are needed or could be added to the required material. If a symbol is not present, the required material cannot have custom features added to it. See discussion under View or Update Custom Features.

RESID - The resource ID responsible for the work.

Roadblocks (abbreviated RB) - A symbol here indicates that roadblocks (critical or non-critical) exist that may delay the work.

Aggregation Code (abbreviated Agg Code) - A code indicating at what level the requirement may be aggregated. This code was provided at the time the requirement was encoded. Values are:

J - The requirement may be aggregated within the job. This is the default value.

S - The requirement may be aggregated within the step.

N - The requirement may not be aggregated.

Jeopardy Indicator (abbreviated JP) - An asterisk (*) here indicates that, if ordered, the material may not be delivered by the on job date because the delivery interval is too long (Order Date + Delivery Interval > On Job Date). A requirement is also considered in jeopardy if the needed material is no longer orderable.

On Job Date - The date that the material is needed on the job (Scheduled Start Date - On Job Interval).

Inventory Site - The inventory site responsible for procuring the material.

Work Environment (abbreviated WE) - The work environment for which the material is needed (e.g., B = buried).

Work Action - The type of work for which the material is needed (e.g., PLAC = placing).

Not Orderable Indicator (abbreviated NO) - An asterisk (*) here indicates that the · needed material is no longer orderable because the material item has been end-dated.

Assembly Code (abbreviated AC) - A code indicating that the material needed is part of an assembly.

MCF/FKF - The MCF of copper cable or the FKF of fiber cable needed. This field is populated only if the requirement is for cable.

SHOW A JOB'S NEEDED REQUIREMENTS

Instead of viewing only those requirements that need to be ordered today, you may view all the needed requirements for a specific job.

To view the needed requirements for a specific job, press the Show A Job's Needed Requirements toolbar button located on the Materials Management application window or select "Show a Job's Needed Requirements..." from the Requirements menu. The SHOW A JOB'S NEEDED REQUIREMENTS dialog is displayed (See Fig. 155). This function is available only if you are a Materials Management manager or clerk and you have the authority to order material.

This dialog allows you to select the scope for which needed material requirements should be displayed. The following information must be provided:

CMC - Select or type a Construction Management Center (CMC) name in the CMC combo box, which contains a list of all CMCs in the states for which you may order material. This field defaults to the CMC you selected as your default CMC on the PREFERENCES window, which is described later in this document. If the selected CMC default is not in a state for which you may order material, this field defaults to the first CMC listed in the CMC drop-down list. If a CMC is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Job Number - Type a job number in the Job Number text box.

Optionally, you may select the Filter Requirements By check box to display only certain requirements within the selected job. If the job number is valid and has been approved, select one or more of the following choices:

Print - To display only requirements for a specific print within the job, select or type a print number in the Print combo box, which contains a list of valid prints for the selected job. If a print is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Step - To display only requirements for a specific step within the job, select or type a print number in the Print combo box, then select or type a step number in the Step combo box, which contains a list of valid steps for the selected print. If a step is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Resource ID - To display only requirements that are assigned to a specific resource ID within the job, type a resource ID in the Resource ED text box.

To get help while on this dialog, press the HELP button. If you don't know the job number or only know part of it, you may leave the Job Number text box empty or type a partial job number using an asterisk (*) to search for job numbers starting and/or ending with the portion you provided. For example, 45L* searches for job numbers starting with "45L"; *100 searches for job numbers ending in "100"; 45*00 searches for job numbers starting with "45" and ending in "00". To display the SEARCH FOR A JOB dialog as shown in Fig 156, press the SEARCH button.

This dialog allows you to view a list of all the job numbers for the identified scope. To run the search, press the UPDATE LIST button. The system displays an appropriate message under the following conditions:

If an invalid CMC is entered, an error message is displayed. Respond to the message by pressing OK.

If the job number does not exist in the CMC specified or has not been approved, an error message is displayed. Respond to the message by pressing OK.

If an invalid resource ID is entered, an error message is displayed. Respond to the message by pressing OK.

If no jobs were found that had material requirements in the "needed" status for the selected CMC, job, and/or resource ID, an informative message is displayed. Respond to the message by pressing OK.

If no errors are found, the Job Number grid is updated with a list of approved jobs which have needed requirements that meet the specified criteria.

To change the scope from the SEARCH FOR A JOB dialog provide the following information and press the UPDATE LIST button.

CMC - Select or type a new CMC name in the CMC combo box, which contains a list of all CMCs in the states for which you may order material. This field is required and defaults to the CMC selected on the SHOW A JOB'S NEEDED REQUIREMENTS dialog. If a CMC is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Job Number - Type a new job number in the Job text box. You may type an entire job number to display a particular job number or you may type a partial job number using an asterisk (*) to view job numbers starting and/or ending with the portion you provided. This field defaults to the job number entered on the SHOW A JOB'S NEEDED REQUIREMENTS dialog if one was entered.

Resource ID - To view a list of jobs for a particular resource ID, type a resource ID in the Resource ID text box. This field defaults to the Resource ID entered on the SHOW A JOB'S NEEDED REQUIREMENTS dialog if one was entered.

To get help while on this dialog, press the HELP button. To close the dialog without running a search or selecting a job number, press the CANCEL button.

To work with a particular job, select it and press the OK button or double-click it. The job number selected is copied to the Job Number text box on the SHOW A JOB'S NEEDED REQUIREMENTS dialog and the Resource Id is also populated if it was used as part of the search

criteria. You may now filter the requirements to be displayed by print, step, or resource ID as described earlier.

To display the specified requirements, press the OK button. The system displays an appropriate message under the following conditions:

If the job number does not exist in the CMC specified or has not been approved, an error message is displayed. Respond to the message by pressing OK.

If the Filter Requirements By check box is selected and the job print does not exist, an error message is displayed. Respond to the message by pressing OK.

If the Filter Requirements By check box is selected and the job step does not exist, an error message is displayed. Respond to the message by pressing OK.

If the Filter Requirements By check box is selected and an invalid resource ID is entered, an error message is displayed. Respond to the message by pressing OK.

If no material requirements were found in the "needed" status for the selected CMC, job, print, step, and/or resource ID, an informative message is displayed. Respond to the message by pressing OK.

If no errors are found, the NEEDED REQUIREMENTS FOR JOB xxxx window as shown in Fig. 157 is displayed, where xxxx is the specified job number.

The grid in this window displays the requirements for the job, print, step, or resource ID, depending on the scope selected, that are in the "needed" status. No consideration is made of when the material should be ordered (i.e., the requirement may not have an order date or it may have an order date prior to, subsequent to, or equal to the current date).

Once displayed, the NEEDED REQUIREMENTS window allows you to view, add, or update custom material features, view roadblocks, or select requirements to order as described on the following pages.

VIEW ROADBLOCKS

A symbol appears in the Roadblock column (abbreviated RB) if the substep for which the requirement exists has any roadblocks. To view the roadblock(s), double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The ACTIVE ROADBLOCKS dialog as shown in Fig. 158 is displayed.

This dialog displays the roadblocks that may prevent a substep from being worked. They are included here as an aid in determining whether or not the material should be ordered yet. The grid displays the following information for each roadblock:

Description - The description of the roadblock.

Expected Clearance Date - The date the roadblock is expected to be cleared.

Critical Indicator - An asterisk (*) here indicates that the roadblock is of a critical nature.

The Additional Details frame displays the following information about the roadblock that currently has the marquee:

Employee Name - The name of the person who created the roadblock.

Remarks - Any remarks that are associated with the roadblock.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW OR UPDATE CUSTOM FEATURES

A symbol appears in the Custom Features column (abbreviated CF) if a requirement does not currently have custom features but can have them added. To add custom features now, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER.

A symbol appears in the Custom Features column (abbreviated CF) if a requirement has custom material features that may be edited. To view or change these custom features, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER.

A symbol appears in the Custom Features column (abbreviated CF) if a requirement has custom material features that may not be edited. To view these custom features, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER.

The CUSTOM FEATURES dialog is displayed. This dialog displays the custom material features that were placed on the requirement at encoding time by an Outside Plant Engineer or added by either the Customer Service Team or the Marketing Provisioning Team before the requirement was ordered. Custom material features are features that should be added by a BST warehouse or outside vendor before the material is shipped to its designated location. The custom features displayed will vary with the type of material required.

If the requirement selected is for cable, the dialog displays the custom features associated with cable as shown in Fig. 159. Information includes whether or not the requirement needs pulling

eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections. While on this dialog, you can add or remove pulling eyes, remove pre-terminations, remove prepped-ends, remove modular connections, or add or remove a taper splice.

If the requirement selected is a capacitor, the dialog displays the custom features associated with capacitors as shown in Fig. 160. Information includes the microfarads and/or ohms required. If viewing capacitor custom features, no changes may be made.

If the requirement selected is a non-standard pedestal cross-box, the dialog displays its configuration as shown in Fig. 161. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box. If viewing cross-box custom features, no changes may be made.

If the requirement selected is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown in Fig. 162. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box. If viewing cross-box custom features, no changes may be made.

To get help while on this dialog, press the HELP button. If viewing cable custom features, press the OK button to close the dialog and save any changes made or press the CANCEL button to close the dialog without saving the changes. If viewing non-cable custom features, press the CLOSE button to close the dialog.

SATISFY REQUIREMENTS WITH AN ORDER

Individually select each requirement that you wish to satisfy or select them all by pressing the Select All toolbar button located on the NEEDED REQUIREMENTS window or choose "Select All" from the Actions menu.

To deselect all the selected requirements, press the Deselect All toolbar button located on the NEEDED REQUIREMENTS window or choose "Deselect All" from the Actions menu. As requirements are selected and deselected, the total MCF of copper cable selected and the total FKF of fiber cable selected are calculated and displayed in the Totals frame.

To satisfy the selected requirements with an order, press the New Order toolbar button located on the NEEDED REQUIREMENTS window or select "Satisfy Requirements" and then select "with a New Order..." from the Actions menu. The system displays a message when one or more of the following conditions are met:

If a selected requirement needs material that is no longer orderable, a warning message is displayed. Respond to the message by pressing YES if you wish to continue creating the new order or NO if you do not want to continue creating the new order.

If a selected requirement has a critical roadblock, a warning message is displayed. Respond to the message by pressing YES if you wish to continue creating the new order or NO if you do not want to continue creating the new order.

If a selected requirement is in jeopardy of not arriving by the time the material is needed on the job, a warning message is displayed. Respond to the message by pressing YES if you wish to continue creating the new order or NO if you do not want to continue creating the new order.

If a selected requirement has an assembly code but all requirements with the same assembly code have not been selected, an interrogative message is displayed. To order requirements with an assembly code, you must order all requirements with the same assembly code. Also, if one of the items in the assembly is not orderable, none of the items in the assembly may be ordered. Respond to the message by pressing YES if you want the system to select the requirements having the same assembly code and continue creating the new order or NO if you do not want to continue creating the new order.

If a selected requirement causes the CMC's yearly budgeted MCF or FKF to be exceeded, a warning message is displayed. Respond to the message by pressing YES if you wish to continue creating the new order or NO if you do not want to continue creating the new order.

If you choose to continue, those items that are no longer orderable are deselected and the non-selected assembly items are added to the list of items to be ordered. Next, a process runs to group these material requirements into one or more orders.

Multiple orders are created when one or more of the following conditions are met:

When the Ship To address of the selected requirements are different. The material needed on a requirement is normally shipped to the inventory site responsible for procuring the material unless an alternate shipping address was specified at the time the requirement was encoded. An entire order must be shipped to the same location. Therefore, an order must consist of those

requirements that are to be shipped to the same inventory site or those that are to be shipped to the same alternate address.

When the exception geographic location code (GLC) of the selected requirements are different. Exception GLCs are encoded for a substep when central office equipment (COE) is needed. An entire order must be associated with one GLC OrderMaster obtains the GLC from the Requestor Authority Number (RAN) on the order unless an exception GLC is provided. Therefore, if a requirement has an exception GLC, only those requirements having the same exception GLC may be placed on the same order.

When the selected requirements have different assembly codes. An assembly code is encoded on a substep to indicate that items having the same assembly code must be ordered together. An entire order must be for the same assembly code and cannot consist of non-assembly code items. If one of the items within the assembly is for an XPIDed item the XPIDed item must be the first item on the order followed by the other items within the assembly (XPID or non-XPID). An XPIDed item is a material item whose Product Identifier (PID) starts with the letter "X". An XPID is a template that "expands" into several PIDed items once the order is received in CAPRI. Each individual item can be supplied by different vendors. The final product is assembled by a single vendor and shipped to the final destination as a single unit.

When one of the selected requirements is for an XPIDed item with no assembly code. Since CAPRI will assume all items following an XPID are add-on items to the XPID template, all XPIDed items that are not part of an assembly must be placed on an order by themselves.

When an order would have over twenty (20) items on it. The twenty item limit per order is a requirement of the method by which the system interfaces with OrderMaster. It may be possible to select more than 20 requirements since aggregation may reduce the number of order items created.

Multiple order items may be created within an order due to aggregation. The above rules that determine if multiple orders are created are applied before requirements are aggregated. In general, the aggregation rules apply only to the items selected to be ordered with the exception of one rule, which will be noted later. Each rule is dependent on the other rules. Meeting a single condition for aggregation does not imply that the requirement will be aggregated. The basic aggregation rules are as follows:

Material requirements will not be aggregated across jobs, but can be aggregated across steps within a job or within a step.

Substeps requiring like material (cable or non-cable), shipped to the same address, and having the same order date can be aggregated within a job.

If a substep explicitly indicates that its material requirements should not be aggregated across steps (aggregation code = "S"), it can still be aggregated within the step.

If a substep explicitly indicates that its material requirements should not be aggregated (aggregation code = "N"), no aggregation rules are applied and the substep will not be aggregated.

A substep needing custom features will not be aggregated with another substep needing custom features. However, a substep needing custom features can be aggregated with a substep that does not need custom features.

A substep requiring pulp cable (subcategory - pulp) can be aggregated within a step, but will not be aggregated across steps.

A substep requiring preterm cable can be aggregated within a step, but will not be aggregated across steps.

A substep requiring fiber cable (category = cable-fiber) can be aggregated within a step, but will not be aggregated across steps.

A substep requiring cable with a modular connection (connex cable) will not be aggregated.

A substep requiring a prepped end will not be aggregated.

Substeps requiring cable with a pulling eye at both ends of the cable will not be aggregated.

A substep requiring a non-standard cross-box will not be aggregated.

Substeps containing assembly codes will not be aggregated.

When aggregating cable, as many substeps can be aggregated within a job as possible until the maximum reel length is exceeded. The substep that caused the maximum reel length to be exceeded will be aggregated to the next order item. (i.e., a substep will not be split across order items).

Substeps that are to be ordered direct to code (Central Office Equipment and those substeps that have been explicitly marked "Direct To Code") will not be aggregated.

A substep that cannot be aggregated will exist as an order item by itself.

As stated earlier, the basic aggregation rules apply only to the requirements selected to be ordered. The following aggregation rule applies to requirements that have not been selected.

Substeps requiring like cable material (copper or fiber), shipped to the same address, and whose order dates are less than 30 days from the date that the material is actually ordered can be aggregated within a step. This rule is referred to as the In Step Cable Aggregation rule. The number of days used to calculate whether or not a substep meets the In Step Aggregation Rule is set as an operations profile. Its parameter is In StepAgggregationDayDur and defaults to 30 days.

To implement the In Step Cable Aggregation rule, the system searches for other substeps within the selected job step that meet the basic aggregation rules and whose order dates are a specified number of days from the current date. Any substep found that meets this criteria is aggregated to the selected requirement. If requirements from more than one job step have been selected, the system first aggregates the selected requirements according to the basic aggregation rules. It then applies the In Step Cable Aggregation rule, starting its search with the job step of the last selected requirement to be aggregated.

After the requirements have been pre-processed, the GENERATE ORDER for Job xxxx window is displayed, where xxxx is the job whose requirements you are ordering. If multiple orders were created, both the ORDERS window and the GENERATE ORDER window as shown in fig. 163 are displayed.

The GENERATE ORDER window allows you to view and change an order before sending it to OrderMaster. The ORDERS window displays a list of the orders created. It displays the preliminary order number assigned to each order. The first order listed in the ORDERS window is automatically displayed when the ORDERS window is displayed. Double-clicking or moving the marquee with the arrow keys and pressing ENTER on another order in the ORDERS window displays that order.

The following information is displayed at the top of the GENERATE ORDER window:

Due Date - The date the order is due at the Ship To location. It is equal to the earliest on job date of the requirements to be ordered.

Totals - The total MCF and/or FKF on the order.

In addition, there are four tabs on the GENERATE ORDER window: Line Items, Order Options, Order Remarks, and Ship To.

The Line Items tab as shown in Fig. 164 displays all items on the order.

The following information is displayed for each line item:

Material Description - The description of the material to be ordered.

Quantity - The quantity to be ordered.

Inventory Site - The inventory site responsible for procuring the material. It is also the inventory site to which the order will be shipped if an alternate address is not specified.

Custom Features (abbreviated CF) - A symbol here indicates that the material is being ordered with custom features.

Jeopardy Indicator (abbreviated JP) - An asterisk (*) here indicates that the material may not be delivered by the on job date (Order Date + Shipping Interval > On Job Date).

Aggregation Indicator (Abbreviated Agg) - A symbol here indicates that the order item consists of two or more aggregated material requirements. If a symbol is not present, the order item consists of a single material requirement.

Assembly Code (abbreviated AC) - A code indicating that the order item is part of an assembly.

PID - The Product Identifier of the ordered item.

You may add remarks for each line item by moving the marquee to a line item and typing remarks in the Line Item Remarks text box.

DELETE A LINE ITEM

To delete one or more line items on this order, select them and press the Delete A Line Item toolbar button located on the GENERATE ORDER window or select "Delete Line Item" from the Actions menu. The system displays a message under the following conditions:

If you try to delete an item that is part of an assembly, an error message is displayed. Respond to the message by pressing OK.

If you try to delete the line item on an order containing only one item, an error message is displayed. Respond to the message by pressing OK.

VIEW CUSTOM FEATURES

A symbol appears in the Custom Features column (abbreviated CF) if the ordered item has custom material features. To view these custom features, double-click the symbol or move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed as shown earlier.

The only difference is that you cannot change the cable custom features from the GENERATE ORDER window. Press the CLOSE button to return to the GENERATE ORDER window.

VIEW OR CHANGE THE RESULTS OF AGGREGATION

A symbol appears in the Agg Ind column if more than one material requirement has been aggregated to an order item. To view the aggregated requirements, double-click the symbol or move the marquee to it and press ENTER. The AGGREGATED MATERIALS FOR THIS ORDER ITEM dialog as shown in Fig. 165 is displayed.

This dialog lists all of the requirements that were aggregated to the selected line item based on the requirements selected to be ordered from the NEEDED REQUIREMENTS window and the OSPCM aggregation rules stated previously.

The requirements listed in the Selected Requirements grid are those that were selected to be ordered from the NEEDED REQUIREMENTS window. The following information is displayed:

Aggregate - You may choose whether or not a requirement is aggregated to this order item by toggling its Aggregate check box.

Print - The job print for which this item is ordered.

Step - The job step for which this item is ordered.

Res ID - The resource ID responsible for the work.

Quantity - The quantity needed to satisfy the requirement.

The requirements listed in the Added Requirements grid are cable requirements that were either not selected or not available to be selected from the NEEDED REQUIREMENTS window but were added because of OSPCM's In Step Cable Aggregation rule. The following information is displayed:

Order - You may choose whether or not an added requirement is ordered at this time by toggling its Order check box.

Print - The job print for which this item is ordered.

Step - The job step for which this item is ordered.

Res ID - The resource ID responsible for the work.

Quantity - The quantity needed to satisfy the requirement.

To get help while on this dialog, press the HELP button. To close this dialog and ignore any changes made, press the CANCEL button. To close this dialog and save your changes, press the OK button. The system displays an error message if de-aggregation will cause the order to have more than 20 items. Respond to the message by pressing OK.

If no errors are found, the system de-aggregates the requirements that had their check box de-selected and displays the results on the GENERATE ORDER window as follows:

The Quantity column reflects the new order quantity of the selected order item.

Those requirements de-aggregated appear as new line items and those added requirements that were chosen not to be ordered are deleted from the order.

The Due Date of the order is re-calculated in case an added requirement having the earliest on job date was deleted from the order.

The Order Options tab as shown in Fig. 166 allows you to specify options that apply to the entire order.

You may take one or more of the following actions while on the Order Options tab:

Change the Due Date of the order - The Due Date defaults to the earliest On Job Date of the material requirements placed on the order. To change it, type a date greater than the current date in the Due Date text box. The system displays an error message if a date prior to or equal to the current date is provided or if an invalid date is entered. Respond to the message by pressing OK.

Mark the order as an emergency - To indicate that an order is an emergency, click the Emergency Order check box. If the order contains items that may be ordered from consignment stock, marking the order as an emergency causes the system to order the items as a non-PIDed item and to include an order item remark which states "Ship from Consignment" followed by the Product Identifier (PID) of the material needed. Any order item remarks entered by the user will be overwritten by this consignment remark.

Charge the order to another Responsibility Code - To charge the order to a responsibility code other than the one associated with the inventory site responsible for procuring the material, click the Charge To Alternate Responsibility Code (RCC) check box and type in a valid Corporate Table System (CORTS) responsibility code in the RCC text box.

The Order Remarks tab as shown in Fig. 167 allows you to enter remarks that apply to the entire order.

Remarks entered in the OrderMaster Remarks text box are recorded with the order and sent to OrderMaster. Remarks entered in the Additional Remarks text box are recorded with the order but are not provided to OrderMaster.

The Ship To tab as shown in Fig. 168 allows you to indicate where the entire order should be shipped.

This tab is pre-populated with the Ship To information that was entered when the requirement was encoded, but may be changed. You may select one of the following choices:

To ship the order to the inventory site responsible for procuring the material, click the STANDARD SHIPPING ADDRESS radio button. This is the default Ship To location unless an alternate Ship To location was encoded with the requirement.

To ship the order to an alternate inventory site, click the ALTERNATE INVENTORY SITE radio button and type or select an inventory site from the Alternate Inventory Site combo box, which contains a list of all inventory sites located within the slate responsible for the job, excluding warehouse sites and RCOE sites. If an inventory site is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

To ship the order to an alternate address (e.g. 345 3rd Street), click the ALTERNATE SHPPING ADDRESS radio button followed by the SAVED ADDRESSES button. The SAVED ADDRESSES dialog as shown in Fig. 169 is displayed.

The Saved Address list box lists all of the alternate addresses currently stored in the system. By default, the first code in the list is selected.

To ship the order to a saved address, select one from the list box. If the address you need is not listed, you may create a new alternate address by pressing the NEW button as described later in this document.

To get additional help while on this dialog, press the HELP button. To close this dialog and not use the selected address, press the CANCEL button. To close this dialog and use the selected address, press the OK button. If OK is pressed, the address associated with the selected code is copied to the alternate address fields on the GENERATE ORDER window.

The following buttons are also available from the SAVED ADDRESSES dialog:

VIEW - To view the address associated with a code, select one from the list box and press the VIEW button. The VIEW ADDRESS dialog as shown in Fig. 170 is displayed.

This dialog displays the address associated with the code selected. To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

EDIT - To edit the address associated with a code, select one from the list box and press the EDIT button. The EDIT ADDRESS dialog as shown in Fig. 171 is displayed.

You may modify the contact name, contact phone, company, street, room, city, state, or zip.

To get help while on this dialog, press the HELP button. To close this dialog without saving the changes made, press the CANCEL button. To close this dialog and save the changes made, press the OK button. The system displays a message under the following conditions:

If both the contact name and the company name are blank, an error message is displayed. Respond to the message by pressing OK,

If the contact phone, street, city, state, or zip code are blank, an error message is displayed. Respond to the message by pressing OK.

If the contact phone or zip code are incomplete, an error message is displayed. Respond to the message by pressing OK.

NEW - To add a new alternate address, press the NEW button. The CREATE NEW ADDRESS dialog as shown in Fig. 172 is displayed.

To add a new alternate address to which the order should be shipped, provide the following information:

Address Code - Type a code by which this address will be known. This code will appear in the Alternate Address drop down lists and will be available to anyone who wishes to store material at this location. Address Code must be provided.

Contact Name - Type the name of the person to whom the order should be shipped or the name of the person who should be notified of the shipment in the Contact Name text box. If Contact Name is not provided, Company must be provided.

Contact Phone - Type the phone number of the person to whom the order should be shipped or the phone number of the person who should be notified of the shipment in the Contact Phone text box. Contact Phone must be provided.

Company - Type the name of the company to which the order should be shipped in the Company text box. If Company is not provided. Contact Name must be provided.

Street - Type the street address to which the order should be shipped in the Street text box. Street must be provided.

Room - Type the room number to which the order should be shipped in the Room text box. Room is optional.

City - Type the name of the city to which the order should be shipped in the City text box. City must be provided.

State - Type or select the abbreviation of the state to which the order should be shipped in the State combo box, which contains a list of the nine BellSouth states. State must be provided. If a state is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Zip - Type the zip code to which the order should be shipped in the Zip text box. Zip must be provided. Format is nnnnn or nnnnn-nnnn, where n is a number between 0 and 9.

To get help while on this dialog, press the HELP button. To close this dialog without adding the new address, press the CANCEL button. To close this dialog and add the new address, press the OK button. The system displays a message under the following conditions:

If both the contact name and the company name are blank, an error message is displayed. Respond to the message by pressing OK.

If the address code, contact phone, street, city, state, or zip code are blank, an error message is displayed. Respond to the message by pressing OK.

If the contact phone or zip code are incomplete, an error message is displayed. Respond to the message by pressing OK.

If the address code entered already exists, an interrogative message is displayed asking you if you want to replace the old address with the new address. Press YES if you want to replace the address or press NO if you do not want to replace the address.

If the address code has the same name as an inventory site, an error message is displayed (e.g., you cannot have an alternate address code name "SWL" and an inventory site named "SWL"). Respond to the message by pressing OK.

SEND AN ORDER TO ORDERMASTER

To send an order and all of its order items to OrderMaster, press the Send Order To OrderMaster toolbar button located on the GENERATE ORDER window or select "Send Order to OrderMaster" from the Actions menu. The system displays an appropriate message under the following conditions:

If shipping the order to an alternate inventory site and an invalid alternate inventory site is selected, an error message is displayed. Respond to the message by pressing OK.

If shipping the order to an alternate address and any of the required fields are missing or incomplete (e.g., zip code), an error message is displayed. Respond to the message by pressing OK.

If specifying an alternate responsibility code to which the order should be charged (RCC) and no RCC or an invalid RCC is provided, an error message is displayed. Respond to the message by pressing OK.

If an invalid due date is provided, an error message is displayed. Respond to the message by pressing OK.

If ordering consignment material and the order is marked "emergency", a warning message is displayed indicating that any item remarks entered will be ignored and asking you if you wish to continue sending the order. Respond to the message by pressing YES if you wish to send the order or NO if you do not wish to send the order.

The order is sent to OrderMaster via a fixed length navigator contract. The contract was designed to be used by any system wanting to interface with OrderMaster. Because of this, the fields that are not provided by OSPCM will be populated with spaces to serve as place holders. The contract is made up of a header (data pertaining to the entire order) followed by 1 to n order items, where n cannot exceed 20.

The following information is sent to OrderMaster for each order:

System Id - The OSPCM System Identifier Its value is "MA". (Length: 2).

Sequence Number - A sequence number used by a batch process for reconciling OrderMaster orders placed after a navigator time-out has occurred. (Length = 40; Format: YYYYMMDDHHMMSSbTTTTTTTTTTbPPPPPPPPbOOObS, where YYYY = year, MM = month, DD = day of the month, HH = hour of the day, MM = minutes, SS = seconds, b = 1 blank, TTTTTTTTTT = 10 char Encoded Process TimeStamp, PPPPPPPP = 8 char Process ID, OOO = 3 char PseudoOrder Number, and S = Server Code (1 through 4)).

Common Userid - The common userid (CUID) of the person who placed the order. (Length: 8).

RAN - The requestor authority number which authorized the order. Its value is the RAN associated with the inventory site responsible for procuring the material. (Length: 7).

RCC - The responsibility code charged for the order. This field is blank if you did not provide an alternate RCC on the Order Options tab of the GENERATE ORDER window. If not provided, OrderMaster uses the responsibility code associated with the RAN. (Length: 8).

GeoLoc - The geographic location code (GLC) of where the items on this order will be placed in service This field is blank if not ordering central office equipment. If not provided, OrderMaster uses the GeoLoc associated with the RAN. (Length: 6 (5 characters; pad with spaces)).

State Code - The state responsible for this order. This field is always blank. (Length: 1).

Due Date - The date the order is due at the Ship To address. (Length: 8; Format: MMDDYYYY, where MM is the month, DD is the day, and YYYY is the year).

Not Before Date - The date before which the material should not be delivered. This field is always blank. (Length: 8).

Contact Name - Name of the person that should be contacted if there are any questions related to the order. This field is always blank. OrderMaster uses the CUID to determine the contact name. Note: This is not the contact name of the Ship To address. (Length: 25).

Contact Phone Number - Telephone number of the person that should be contacted if there are any questions related to the order. This field is always blank. OrderMaster uses the CUID to determine the contact phone number. Note: This is not the contact phone number of the Ship To address. (Length: 10).

Ship To Name - The name of the person or company to which the order should be shipped. This field is blank if an alternate ship address was not provided on the Ship To tab of the GENERATE ORDER window. If both a person's name and a company are specified, the person's name is provided to OrderMaster. If not provided, OrderMaster uses the Ship To Address associated with the RAN. (Length: 30).

Ship To Streetl - The street address to which the order should be shipped. This field is blank if an alternate ship address was not provided on the Ship To tab of the GENERATE ORDER

window. If not provided, OrderMaster uses the Ship To Address associated with the RAN. (Length: 30).

Ship To Street2 - The room number to which the order should be shipped. This field is blank if a room number was not provided on the alternate address or if an alternate ship address was not provided on the Ship To tab of the GENERATE ORDER window. If not provided, OrderMaster uses the Ship To Address associated with the RAN. (Length: 15).

Ship to City - The city to which the order should be shipped. This field is blank if an alternate ship address was not provided on the Ship To tab of the GENE-RATE ORDER window. If not provided, OrderMaster uses the Ship To Address associated with the RAN. (Length: 20).

Ship To State - The state to which the order should be shipped. This field is blank if an alternate ship address was not provided on the Ship To tab of the GENERATE ORDER window. If not provided, OrderMaster uses the Ship To Address associated with the RAN. (Length: 2).

Ship To Zip - The zip code + US postal suffix to which the order should be shipped. This field is blank if an alternate ship address was not provided on the Ship To tab of the GENERATE ORDER window. If not provided, OrderMaster uses the Ship To Address associated with the RAN. (Length: 9; Format: 00000 or 000000000).

Truck Route - The truck route of the alternate shipping address. This field is always blank. (Length: 5).

Ref Doc - This field is always blank. (Length: 10).

Remarks - Remarks which apply to the entire order. This field is blank if no remarks were entered in the OrderMaster Remarks text box on the Order Remarks tab of the GENERATE ORDER window. (Length: 65).

Phrase Code - A code which is converted by REGIS into additional information for the order. This field is always blank. (Length: 4).

Phrase Information - This field is always blank. (Length: 10).

Debug Ind - A code which indicates whether debug mode should be turned on or off in OrderMaster. This field is used to investigate problems with the interface. (Length: 1; Valid Values: "Y" (turn debug mode on) or blank (turn debug mode off)).

The following information is sent to OrderMaster for each item:

Pseudo Order item Number - The OSPCM identifier of the ordered item. (Length: 3).

MU - Material Usage. Describes how and where the ordered item will be used. This field is blank if ordering a non-PIDed item; otherwise it is populated with a "20". A "20" is provided since OSPCM always provides an account to which the material is to be ordered and REGIS will not accept an accounting override if the MU is anything other than a "20". (Length: 2).

PID - The product identifier of the ordered item. This field is blank if ordering a non-PIDed item. (Length: 9).

Item Description - The material description of the ordered item. This field is blank if ordering a PIDed item. (Length: 40).

Quantity - The quantity of the material ordered for this item. This field is always greater than zero. (Length = 7).

Account - The field reporting code (FRO) or function code (FC) to which the item is ordered. If the item is ordered direct to code (if the material is central office equipment or if the substep was explicitly encoded with the direct to code indicator set to "Y"), this field is populated with the FRC of the substep for which the item is ordered; otherwise it is populated with an FC of F5C50. (Length: 5).

Business Purpose - A description of why this item was ordered. If this material was ordered for a job of type "routine" (ROU) or "plant work order" (PWO), this field is populated with "OSPCM Material for Job Number xxxx", where xxxx is the job for which the item was ordered. If this material was ordered for a job of type "estimate" (EST), this field is populated with "OSPCM Material for Estimate Number xxxx", where xxxx is the name of the job for which the item was ordered. If this material was ordered for a job of type "project" (PROJ), this field is populated with "OSPCM Material for Project xxxx", where xxxx is the job for which the item was ordered. (Length: 158).

Item Due Date - The date the ordered item is due at the Ship To location. This field is always blank. (Length: 8).

Job Nbr - The job for which the item was ordered. This field is blank if the job type for which the item was ordered is an "estimate" or a "project". (Length: 9).

Estimate Nbr - The job for which the item was ordered. This field is blank if the job type for which the item was ordered is a "routine" or "plant work order". (Length: 9).

Award # - This field is always blank. (Length: 14).

RBA # - This field is always blank. (Length: 9).

MIC - The Material Item Code for the item ordered. This field is blank if the item ordered is PIDed or if it is non-PIDed and ordered to an account other than F5C50. (Length: 10).

EXTC - Expenditure Type Code. This field is always blank. (Length: 5).

Remarks - Remarks that apply only to the ordered item. This field is blank if no remarks were entered in the Line Item Remarks text box on the Line Items tab of the GENERATE ORDER window unless you placed an emergency consignment order. (Length: 35).

Phrase Code - A code which is expanded by REGIS to convey additional item information. This field is always blank. (Length: 4).

Phrase Information - This field is always blank. (Length: 10).

CSI - The customer service indicator code. This field is always populated with "MA". (Length: 2).

CSI Order Number - The Order Number for the CSI. This field is populated with the job for which this item was ordered. (Length: 20).

CSI Line Number - The item sequence number of the CSI order number. This field is always blank. (Length: 3).

DSTN - A code which indicates that the ordered item is an emergency. This field is blank if the Emergency check box is not clicked on the Order Options tab of the GENERATE ORDER window. (Length: 1; Valid Values: "E" (emergency) or blank (non-emergency)).

Substitution Ind - A code which indicates that another item can be substituted for the ordered item. This field is always blank. (Length: 1).

Backorder Ind - A code which indicates that the item should be backordered if not currently in stock. This field is always blank. (Length: 1).

Vendor Part Number - The part number assigned by the vendor for the ordered item. This field is always blank. (Length: 20).

Suggested Vendor - The name of the vendor suggested by the client. This field is always blank. (Length: 35).

Unit - The description of the disbursing unit (e.g., ft, ea) (Length: 2).

Print Nbr - The job print for which the item was ordered. This field is blank if the ordered item is non-PDDed. (Length: 4).

Step Nbr - The job step for which the item was ordered. This field is blank if the ordered item is non-PIDed. (Length: 6).

Pulling Eye - Indicates that a pulling eye is desired on the inside end of the cable, outside end of the cable, or on both ends of the cable. (Length: 1; Valid Values: "I" (inside pulling eye), "O" (outside pulling eye), "B" (inside and outside pulling eye), blank (no pulling eye)).

Gas Pressure - Identifies that the cable should be sealed to maintain gas pressure. (Length: 1; Valid Values: "Y" (gas pressure) or blank (no gas pressure)).

Preterm - Indicates that preterm cable is required. (Length: 1; Valid Values: "Y" (preterm) or blank (non-preterm)).

Taper Splice - Indicates that the cable requires a taper splice. (Length: 1; Valid Values: "Y" (taper splice) or blank (no taper splice)).

Microfarads - Identifies the microfarads of a capacitor. (Length: 4 (decimal places)).

Ohms - Identifies the ohms of a capacitor. (Length: 4 (decimal places)).

Inside Mod Con - The code that represents the modular connection needed on the inside end of the cable. (Length: 4).

Outside Mod Con - The code that represents the modular connection needed on the outside end of the cable. (Length: 4).

Inside Prepped End Length - Indicates the length, in inches, that needs to be prepped on the inside end of the cable. (Length: 4).

Inside Prepped End Code - The AT&T comm code indicating the length that needs to be prepped on the inside end of the cable and the pair size of the cable. For a prepped end length of 48 inches, pass a comm code of 106797194 to OrderMaster if the cable has 200 pairs or fewer and pass a comm code of 106797202 to OrderMaster if the cable has more than 200 pairs. For a prepped end length of 100 inches, pass a comm code of 105467658 to OrderMaster if the cable has fewer than 900 pairs and pass a comm code of 105467666 to OrderMaster if the cable has more than 900 pairs. (Length: 9).

Outside Prepped End Length - Indicates the length, in inches, that needs to be prepped on the outside end of the cable. (Length: 4).

Outside Prepped End Code - The AT&T comm code indicating the length that needs to be prepped on the outside end of the cable and the pair size of the cable. For a prepped end length of 48 inches, pass a comm code of 106797194 to OrderMaster if the cable has fewer than 200 pairs and pass a comm code of 106797202 to OrderMaster if the cable has more than 200 pairs. For a prepped end length of 100 inches, pass a comm code of 105467658 to OrderMaster if the cable has

fewer than 900 pairs and pass a comm code of 105467666 to OrderMaster if the cable has more than 900 pairs. (Length: 9).

Cross Box Code - Identifies when a cross-box requires a non-standard configuration and indicates the type of cabinet needed. (Length: 1; Valid Values: "S" (single-sided pedestal cabinet), "D" (double-sided pedestal cabinet), "P" (pole-mounted cabinet), or blank (cross-box is not needed)).

Stub ID - The identifier of the stub. This field is always blank if the Cross Box Code is blank. (Length: 1; Valid Values: 1 - 6 (used when referring to a pedestal cabinet), A - D (used when referring to a pole-mounted cabinet)).

Pair Quantity - The number of pairs of wire in the stub (e.g., 600 refers to a 600 pair cable stub). This field is always blank if the Cross Box Code is blank; otherwise it may be populated if the pair-size was specified in the configuration of the cross-box. (Length: 4).

Stub Length - The length of the stub (e.g., 45 refers to a 45 foot stub). This field is always blank if the Cross Box Code is blank; otherwise it may be populated if the stub length was specified in the configuration of the cross-box. (Length: 3).

Feed Pair Begin ID - The beginning pair number for the feeder pair range (e.g., 1 indicates that pairs 1 through n should be designated as feeder pairs, where n is the feeder pair end id). This field is always blank if the Cross Box Code is blank; otherwise it may be populated if the feeder pairs were specified in the configuration of the cross-box. (Length: 4).

Feed Pair End ID - The ending pair number for the feeder pair range (e.g., 300 indicates that pairs n through 300 should be designated as feeder pairs, where n is the feeder pair begin id). This field is always blank if the Cross Box Code is blank; otherwise it may be populated if the feeder pairs were specified in the configuration of the cross-box. (Length: 4).

Dist Pair Begin ID - The beginning pair number for the distribution pair range (e.g., 301 indicates that pairs n through 301 should be designated as distribution pairs, where n is the dist pair end id). This field is always blank if the Cross Box Code is blank; otherwise it may be populated if the distribution pairs were specified in the configuration of the cross-box. (Length: 4).

Dist Pair End ID - The ending pair number for the distribution pair range (e.g., 600 indicates that pairs n through 600 should be designated as distribution pairs, where n is the dist pair begin id). This field is always blank if the Cross Box Code is blank; otherwise it may be populated if the distribution pairs were specified in the configuration of the cross-box. (Length: 4).

If OrderMaster detects a fatal error at the header level (i.e., an error that applies to the entire order such as invalid RAN), a message describing the error condition is returned to OSPCM, no items for that order are processed, and no "Q" number is assigned to the order.

If no fatal errors are found at the header level, OrderMaster returns the "Q" number assigned to the order and the "Q" sequence number assigned to each item that was successfully ordered or a message describing the reason an item was not successfully ordered (e.g. Invalid PID). If a fatal error occurs at the item level, the remaining items are processed. The only exception to this rule is when a fatal error occurs at the item level of a PID Explosion order (see below).

If OrderMaster rejects the entire order, the system displays the error message returned from OrderMaster. Respond to the message by pressing OK. OrderMaster will view the following conditions as critical header errors and will not process the order:

Invalid RAN - If the RAN is spaces or not known to REGIS, an error will occur. OrderMaster uses the REGIS RAN table to validate a RAN. Before the order can be placed, the inventory site's RAN must be corrected. Contact whomever maintains your Core Staff tables to make the change.

Invalid RCC - If the alternate RCC provided is not valid in SuperEdit/CORTS, an error will occur. Before the order can be placed, the Responsibility Code to which the order should be charged must be corrected on the Order Options tab of the GENERATE ORDER window.

RAN contains invalid data - If data associated with the RAN is invalid in SuperEdit/CORTS (e.g., the RC on the RAN is not a valid RC), an error will occur. Before the order can be placed, contact the Cost Office to correct the problem in RB-GIS.

Unable to access SuperEdit/CORTS, REGIS, or CAPRI - OrderMaster accesses SuperEdit/CORTS to perform various edits and retrieves data from both REGIS and CAPRI to process an order. If OrderMaster cannot access these systems, an error will occur. Try placing the order at a later time.

Unexpected error condition - If an unexpected error occurred in OrderMaster or while it was accessing SuperEdit/CORTS, REGIS, or CAPRI, an error will occur. Try placing the order at a later time.

Unable to process PID Explosion order - A PID Explosion order is an order that contains an XPIDed item. If OrderMaster cannot retrieve the XPID template or if the template is not in

"EXPL" status, an error will occur. If a fatal error is encountered for any item on a PID Explosion order, the entire order is rejected rather than just the individual item.

If OrderMaster detects an error that applies to an item within the order, the ORDERMASTER ERRORS dialog as shown in Fig. 173 is displayed.

This dialog displays each item for which OrderMaster detected an error. The following information is displayed:

Line Item Number - The order item that was in error.

Error Message - The error message explaining why the item was not ordered.

OrderMaster will view the following conditions as critical item errors and will not process that item:

Invalid PID - If the FED is not valid, an error will occur. Before the order can be placed, the PID for the ordered material description must be corrected. Contact whomever maintains your Core Staff tables to make the change.

Order quantity is too large - If ordering a serialized non-cable item and the order quantity is greater than 499, an error will occur. Before the order can be placed, de-aggregate the requirements aggregated to this order item or have an engineer reduce the quantity needed on the substep for which the order was placed.

Invalid FC/FRC - If the Field Reporting Code (FRC) to which the item is ordered is invalid in CQRTS, an error will occur. Before the order can be placed, the FRC on the substep for which the material is ordered must be corrected.

Invalid MIC - If the Material Item Code (MIC) of the item ordered is invalid in CORTS, an error will occur. Before the order can be placed, the MIC for the ordered material description must be corrected. Contact whomever maintains your Core Staff tables to make the change.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

After OrderMaster successfully processes the order, it routes each item on the order to either REGIS or CAPRI. OrderMaster routes an order item to CAPRI under the following conditions:

the item is part of a PID Explosion order,

the item is non-PIDed,

the item is cable that requires a prepped-end,

the item is cable that requires a modular connection,

the item is a cross-box that requires a non-standard configuration, or

the item is a capacitor.

OrderMaster routes an order item to REGIS if the item is PIDed and also meets the following conditions:

it is not a capacitor,

it does not require a non-standard cross-box configuration,

it does not require a prepped-end, and

it does not require a modular connection.

If OrderMaster fails to process the order (i.e., no items are ordered), an "X" appears beside the order in the ORDERS window. If OrderMaster successfully processes at least one item within the order, a check mark (V) appears beside the order in the ORDERS window and the preliminary order number is replaced with the assigned "Q" number.

For each item successfully ordered, the requirement(s) for which the item was ordered are put in an "ordered" status if its required quantity has been completely satisfied; otherwise, the requirement(s) will stay in a "needed" status. In addition, if ordering cable, the responsible CMC's year-to-date MCF or FKF is increased by the quantity ordered.

Occasionally, a time-out error will occur when you send an order to OrderMaster. If a time-out occurs, OSPCM does not know if your order was processed by OrderMaster. Because OrderMaster does not return a "Q" number in this situation, the system displays a message indicating that the order has been queued. Respond to the message by pressing OK. It is assumed that the order was processed. OSPCM saves the preliminary order and the requirements that were ordered are put into an "ordered" status until OSPCM is notified that the order was not processed.

To handle the problems associated with a time-out error. Procurement sends a batch file to OSPCM 3 times a day with all of the orders that were processed by OrderMaster since the last transmission. A file is sent at 10:00AM, 3:00PM, and 6:00PM. OSPCM processes each record in the file using the following business rules:

If a record contains a "Q" number that exists in OSPCM, OrderMaster processed the order and OSPCM received response that the order was placed (i.e., no time-out error occurred).

If a record contains a "Q" number that does not exist in OSPCM, the order was processed by OrderMaster and the time-out occurred before the "Q" number could be sent back to OSPCM. The

"Q" number is matched to the appropriate preliminary order, the order is recorded in OSPCM, and the preliminary order is deleted.

Any preliminary order remaining after the file is processed and is at least one hour old was not processed by OrderMaster. The preliminary order is deleted and each associated requirement is put back in a "needed" status and, if its order date is less than or equal to the current date, marked ready to be fulfilled.

Display the SUMMARY FOR ORDER window, described later in this document, periodically to see if a "Q" number has been assigned to your order. For example, if you tried to place an order before 10:00AM, a "Q" number should have been assigned to the order sometime after 10:00AM if OrderMaster successfully processed the order. If a "Q" number has not been assigned, you should try to place the order again.

The process of sending orders to OrderMaster may be repeated for each order listed in the ORDERS window. To close the GENERATE ORDER window, double-click the control box located in the upper left-hand corner of the window. If the ORDERS window is not open and you attempt to close the GENERATE ORDER window before the order is sent to OrderMaster, the system displays a warning message indicating that the order has not been sent to OrderMaster and asking if you still want to close the window. Respond to the message by pressing YES if you want to close the window or NO if you do not want to close the window.

To close the ORDERS window, double-click the control box located in the upper left-hand corner of the window. Any open GENERATE ORDER, windows where the order has been sent to OrderMaster will also be closed. If you attempt to close the ORDERS window but have not sent all the orders to OrderMaster, the system displays a warning message indicating that there are orders that have not been sent to OrderMaster and asking if you still want to close the window. Respond to the message by pressing YES if you want to close the window or NO if you do not want to close the window.

Any order that was not sent to OrderMaster will need to be re-created by selecting those requirements again on the NEEDED REQUIREMENTS window.

When a job's, print's, or step's material requirements have been completely fulfilled, a check-mark appears to the left of the job, print, or step, respectively, in the JOBS window.

To close the NEEDED REQUIREMENTS window, double-click the control box located in the upper left-hand corner of the window. To close the JOBS window, double-click the control box located in the upper left-hand corner of the window.

PRINT AN ORDER

To print a copy of an order after it has been sent to OrderMaster, press the Printer Toolbar button on the Materials Management application window or select "Print" from the File menu while the order is still displayed in the GENERATE ORDER window. The PRINT dialog as shown in Fib. 174 is displayed.

This dialog allows you to print a report. The Reports grid contains a list of the available reports. The Copies text box sets the number of copies to print and defaults to 1. The Print to File check box allows you to save the report in a file instead of printing it on paper. The Printer text box displays your default printer. To change the printer, press the PRINTER button. The PRINT SETUP dialog as shown in Fig. 175 is displayed.

This is the Microsoft Windows Print Setup dialog that allows you to change your default printer.

To get help while on the PRINT dialog, press the HELP button. To close the dialog without printing, press the CANCEL button.

To print a copy of the current window as an image (aka screen print), select Print Form as Image from the Reports grid and press the OK button. An image of the GENERATE ORDER window is printed.

To print a material request report, select Material Request Report from the Reports grid and press the OK button. A Material Request report similar to the one shown on the following pages is generated.

MATERIAL REQUEST   Page 1

MP-10311
By: John Doe, YZPLREW
Date: 08/14/1995 07:25:08 PM
Job: MA04RORD   ORDERMASTER Number: QTHANH02 Order Date: 08/15/1995
Site: JOB Number: 58K07362N Due Date: 08/20/1995
       ****EMERGENCY ORDER****

GENERAL   SHIP TO:

RAN: 3069153   CONSTRUCTION MANAGER
RCO: NN20C800   201 CHURCH ST
RCC: NN20C800   SEVIERVILLE, TN 378620000
GeoLoc: 10035   Phone: (615) 693-9564

TOTALS   RECEIPT TO:

MCF: 1.235   CONSTRUCTION MANAGER
FKF: 56.123   201 CHURCH STREET
                                                       SEVIERVILLE, TN 378620000
                                                       Phone: (615) 693-9564

ORDER REMARKS

OrderMaster: Thanh test data for order_master nbr QTHANH02.

Additional: Additional remarks are recorded here.

                           MATERIAL REQUEST   Page 1
MP-10311
By: John Doe, YZPLREW
Date: 08/14/1995 07:25:08 PM
Job: MA04RORD   ORDERMASTER Number: QTHANH02   Order Date: 08/15/1995
Site: JOB Number: 58K07362N   Due Date: 08/20/1995
                           ****EMERGENCY ORDER****

ORDER LINE ITEMS

Item PID	Material Desc.	Qty Unit	Mtl Usage FC/FRC	JP	MIC REMARKS	Average Price
0001	ANMW-200 103266946	1000 FT	20 F5C50	*	CA04850	138.00
0002	SCX-1500A25-1 000000000	3 EA	20 F5C50	*	TE51500	2245.84
0003	BKTA-25 100024025	250 FT	20 F5C50	*	CA02450	16.00
0004	SCX01500A25-1 0987654321	4 EA	20 F5C50	*	TE51500 THANH TEST-REMARK TEXT #4	2245.84
0005	SCX01200A25CF 352001366	5 EA	20 F5C50	*	TE51200 THANH TEST – LINE 5 --- 12345678901	1952.28
0006	CAP100A10 247001019	60 EA	20 F5C50		AC01150 CAPACITOR MUST BE 1% TOLERANT	235.66
0007	CAP100A15 1234500890	70 EA	20 F5C50		AC01150 ALREADY ORDERED BY PHONE	345.07

MP-10311
  By: John Doc. YZPLREW
Date: 03/14/1995 07:25:03 PM
Job: MA04RORD   ORDERMASTER Number: QTHANH02   Order Date: 08/15/1995
Site: JOB Number: 58K07362N   Due Date: 08/20/1995
                                    **** EMERGENCY ORDER ****

CUSTOM FEATURES (CABLE)

Item	Material Desc	Pulling Eye	Preterm	Inside Prep End	Outside Prep End	Taper Splice	Gas Press	Inside Mod Conn	Outside Mod Conn
0003	BKTA-25	IN	*						

CAPACITOR DETAIL

Item	Material Desc	Microfarads	Ohms
0006	CAP100A10	0.1235	0.4568

CROSS BOX DETAILS

Item: 0002
Material Description: SCX-1500A25-1

Pole-Mounted Cabinet

	Stub Number	Pair Size	Stub Length	COUNTS Feeder Pairs	Dist. Pairs
TOP	A B	100	50	[1 - 50]	[55 - 100]
BOTTOM	C D				

CROSS BOX DETAILS

Item:: 0004
Material Description: SCXH-100UCF

Pedestal Cabinet

	Stub Number	Pair Size	Stub Length	COUNTS Feeder Pairs	Dist. Pairs
SINGLE	1-L 2-C 3-R	200	45	[1 - 100]	[101 - 200]
DOUBLE	4-L 5-C 6-R				

If the Print to File check box is checked when you press OK, the SAVE REPORT TO FILE dialog as shown in Fig. 176 is displayed.

This dialog allows you to identify where you would like to save the report. Select a drive and directory, then specify a file name for the report. Press OK to save the report in the specified file.

PRINT TODAY'S REQUIREMENTS

To print a report of today's requirements, select "Print Today's Requirements" from the Requirements menu. The PRINT TODAY'S REQUIREMENTS dialog as shown in Fig. 177 is displayed.

This dialog allows you to print a list of material requirements that need to be satisfied today. You must provide the following information:

CMC - Select or type a Construction Management Center (CMC) name in the CMC combo box, which contains a list of all CMCs in the states for which you may order material. This field defaults to the CMC you selected as your default CMC on the PREFERENCES window, which is described later in this document. If the selected CMC default is not in a state for which you may order material, this field defaults to the first CMC listed in the CMC drop-down list. If a CMC is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Optionally, you may select the Filter Requirements By check box to print only certain requirements within the selected CMC. Select one of the following choices:

Inventory Site - To print only requirements for a specific inventory site, select the Inventory Site radio button and select or type an inventory site name in the Inventory Site combo box, which contains a list of inventory sites for the specified CMC that currently have material requirements that need to be satisfied today. If an inventory site is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK. Inventory Site is the default radio button.

Resource ID - To print only requirements that are assigned to a specific resource ID, select the Resource ID radio button and type a resource ID in the Resource ID text box.

To get help while on this dialog, press the HELP button. To close this dialog without printing the report, press the CANCEL button. To close this dialog and print the report, press the OK button. The system displays an appropriate message under the following conditions:

If no requirements were found that needed to be satisfied today for the selected CMC, resource ED, or inventory site, an informative message is displayed. Respond to the message by pressing OK.

If an invalid resource ID is entered, an error message is displayed. Respond to the message by pressing OK.

If the Filter Requirements By check box is selected and neither a resource ID nor inventory site is entered, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, The PRINT dialog as shown in Fig. 178 is displayed.

This dialog allows you to print a report as described earlier. To get help while on the PRINT dialog, press the HELP button. To close the dialog without printing, press the CANCEL button.

To print a report of today's requirements, press the OK button. A Material Requirements to be Fulfilled Today report similar to the one shown on the following page is printed. The report is sorted by job number and inventory site.

MP-J0J12   MATERIAL REQUIREMENTS TO BE FULFILLED TODAY   Page 1
By: John Doe, YZPLREW   FOR CMC: LSVL
Date: 04/24/1995 01:23:45 PM
Job: MA02RMFT
Site:

Job: 4SL00118N

PRINT	STEP	MATERIAL DESCRIPTION	QUANTITY	J P	ON JOB DATE	RESOURCE ID	INVENTORY SITE	C F	SCHEDULED ORDER DATE	R B
1	2	GFMW-400	200	*	04/30/1995	KO56	LOUE	*	03/22/1995	
3	1	189B1-100/25	2		04/25/1995	KJ93	LOUE		04/24/1995	
3	1	1001-400/40	1		04/28/1995	KJ93	LOUE		04/24/1995	*

Job: 4SL00J92N

PRINT	STEP	MATERIAL DESCRIPTION	QUANTITY	J P	ON JOB DATE	RESOURCE ID	INVENTORY SITE	C F	SCHEDULED ORDER DATE	R B
9	2	BKMA-25	30	*	04/20/1995	XO78	LOUE		04/14/1995	*
9	2	GFMW-25	200	*	04/21/1995	MN09	LOUE	*	04/19/1995	

If the Print to File check box is checked when you press OK, the report is printed to a file as described earlier.

CALCULATE ORDER DATE

Each time the OSPCM scheduling process runs, if the scheduled start date of an activity is within ten weeks of the current date, a process is called to calculate the on job date and order date for the requirements that have a "needed" status within that scheduling activity. To perform these calculations, the process expects to receive both a scheduling activity and a scheduled start date. In addition, the process sets a flag to indicate that the requirement does not need to be fulfilled today. This flag may later be set to indicate that the requirement does need to be fulfilled today by the process that identifies today's requirements. That process is described in the next section.

A requirement's on job date is the date that the material is needed on the job. It is based on the number of days that the material should be available prior to the requirement's scheduled start date (On Job Date = Schedule Start Date - On Job Interval). The On Job Interval is an Operation Profile (OFF) parameter set at a CMC level. A CMC may have an On Job Interval set for both its Telco work and contract work. If not set, the region default, which is currently set at 7 days, is used. A requirement's order date is the date that the requirement should be ordered so that it is available when the job is scheduled to be worked. It is based on when the material is needed on the job and how long it takes to get the material delivered once the order is placed (Order Date = On Job Date - Delivery Interval). The delivery interval depends on the type of material needed and whether the material is stocked in a BST warehouse or must be ordered from an outside vendor. If the material can be ordered from either a warehouse or a vendor, the warehouse (stock) delivery interval will be used as the normal delivery interval.

If the material needed requires a particular custom feature, if a stub is needed, or if non-cable material is needed, special delivery intervals are calculated as follows:

Needed Material	Delivery Interval
Non-cable or a stub	Normal delivery interval + 2 days
A non-standard cross-box (requires special configuration)	Normal delivery interval 4- 2 days + 4 weeks (Since a cross-box is non-cable, 2 days are added. If a non-standard cross-box is needed an additional 4 weeks (28 days) are added).
Prepped-end cable	Normal delivery interval + 7 days
Pre-term cable or a taper splice	15 days

In addition, the following business rules are enforced:

If the calculated order date or on job date falls on a weekend or a holiday, one day is subtracted from the date until a non-weekend or non-holiday date is reached.

If the needed material is no longer orderable (i.e., the material item has been end-dated), the order date is set equal to the current date. This will cause the requirement to be displayed when the current day's needed requirements are viewed so that you are notified that a new material description needs to be encoded when you try to order the material.

If the needed material is neither orderable as stock or non-stock (i.e., the material item has a stock code of "U" (unnecessary)), the order date is set equal to the current date. This will cause the requirement to be displayed when the current day's needed requirements are viewed so that you are notified that a new material description needs to be encoded when you try to order the material or that the stock code on the material item table needs to be updated to "S" (stock), "N"(non-stock), or "B"(both).

All items in an assembly receive the order date of the earliest item in that assembly. For example, if two requirements have an assembly code of "A" and the order date of one requirement is calculated to be 1/11/96 and the order date of the other requirement is calculated to be 1/19/96, both requirements receive an order date of 1/11/96.

RECEIPT ORDERED MATERIAL

To receipt ordered material into inventory, press the Receipt Ordered Material toolbar button located on the Materials Management application window or select "Receipt Ordered Material..." from the Orders menu. The OPEN ORDER FOR RECEIPT dialog as shown in Fig. 179 is displayed. This function is available only if you are a Materials Management manager or clerk and you have the authority to update inventory.

This dialog allows you to identify the shipments that you would like to receipt into inventory. Select one of the following options:

OrderMaster Number - To display shipments associated with an OrderMaster Number, click the OrderMaster Number radio button and enter a valid OrderMaster number in the associated text box.

Purchase Order Number - To display shipments associated with a purchase order number, click the Purchase Order Number radio button and enter a valid purchase order number in the associated text box.

Select Ticket Number - To display shipments associated with a select ticket number, click the Select Ticket Number radio button and enter a valid select ticket number in the associated text box.

To display shipments starting at a particular line item within an order, purchase order, or select ticket, click the Start at Line Item check box and type a line item number in the associated text box. For example, to display the last 3 line items for an order having 6 line items, enter a 4 in this field. By default, the system will start at line item 1.

If you want to display shipments associated with an OrderMaster Number, but don't know the OrderMaster Number, select the OrderMaster radio button and press the SEARCH button. The SELECT ORDER dialog as shown in Fig. 180 is displayed.

This dialog is used to search for orders for a particular inventory site. To search for orders, you must enter the following information:

Inventory Site - Type or select an inventory site name in the Inventory Site combo box which contains a list of all inventory sites in the states for which you can update inventory. If an inventory site is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Optionally, you may further limit the search by providing the following information:

1.   **Material Description** – To search for orders for a particular material description, type a material description in the Material Description text box. You may type an entire material description or you may type a partial material description using an asterisk (*) to view orders for material starting and/or ending with the portion you provided. For example, AFAW* displays orders for material starting with "AFAW"; 100 displays orders for material ending in "100"; AW displays orders for material starting with "A" and ending in "W".

To get help while on this dialog, press the HELP button. To close the dialog without selecting an order, press the CANCEL button. To view a list of OrderMaster Numbers and its

associated items, press the UPDATE button. The system displays an appropriate message under the following conditions:

1.   If the material description entered is not a valid material description, an error message is displayed. Respond to the message by pressing OK.

2.   If no orders were found for the selected inventory site or material description, an appropriate message is displayed. Respond to the message by pressing OK.

If no errors are found, the following information is displayed:

1.   **OrderMaster Number** – The number assigned by OrderMaster to an order.

2.   **Line Item** – The line item assigned by OrderMaster to an ordered item.

3.   **Material Description** – The description of the material ordered.

4.   **Quantity** – the quantity of material ordered.

5.   **Job Number** – the job for which the material was ordered.

To view a particular order, select it and press the OK button or double-click it. The system displays an appropriate error message if you press OK and an order was not selected from the grid. Respond to the message by pressing OK.

If no errors are found, the OrderMaster number selected is copied to the OrderMaster Number text box on the OPEN ORDER FOR RECEIPT and the line item selected is copies to the Start at Line Item text box. To start viewing the order from this line item, click the associated check box; otherwise the system will display the order starting at the first line item.

To view the shipments associated with the specified order, purchase order, or select ticket press the OK button. The system displays an appropriate message under the following conditions:

1.   If you do not have access to update inventory for the state in which the order was placed, an error message is displayed. Respond to the message by pressing OK.

2.   If the identified OrderMaster number, purchase order number, or select ticket number does not exist, an informative message is displayed. Respond to the message by pressing OK.

3.   If no Order Master number, purchase order number, select ticket number is entered, an error message is displayed. Respond to the message by pressing OK.

4.   If the Order Master number identified has been cancelled or all the items starting with the line number specified are cancelled, a warning message is displayed. Respond to the message by pressing OK.

5.   If the starting line item is other than "1" and the shipments to be displayed are for an assembly order, an error message is displayed indicating that you must display the shipments starting at the first line item. An assembly order is an order that has an XPIDed item as the first item on the order followed by other items that are to be assembled by various vendors and shipped as one unit to the inventory site. Respond to the message by pressing YES if you wish to continue by having the system display the shipments starting at the first line item or NO if you do not wish to continue. You must display all the shipments associated with an assembly order because you are only allowed to receipt the first item into inventory. The other items are receipted for you but are not added as inventory.

6.   If the starting line item specified is larger than the number of line items on the order, an error message is displayed. For example, if you indicate that you want to start viewing an order starting at line item 3 and there are only 2 line items on the order, you will receive an appropriate error message. Respond to the message by pressing OK.

7.   If the first character of the purchase order number entered does not begin with the letter "P", an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the RECEIPT MATERIAL window as shown in Fig. 181 is displayed.

The RECEIPT MATERIAL window allows you to receipt ordered material into your inventory starting at the line item specified. If not specified, the order, purchase order, or select ticket is displayed starting with its first line item.

The OrderMaster number, purchase order number, or select ticket number is displayed in a text box above the grid on the left side of the window. If displaying shipments for a purchase order or select ticket, the associated OrderMaster number is displayed in a text box above the grid on the right side of the window.

The grid on this window contains a line for each ordered item on the selected order, purchase order, or select ticket (called the "order line") followed by a line for each associated shipment (called the "shipment line").

The following information is displayed on an order line:

1.   **Line Item** – The line item of the order, purchase order, or select ticket.

2.   **Material Ordered** – The description of the material ordered.

3.   **Quantity Ordered** – The quantity of material ordered.

4.   **Custom Features (abbreviated CF)** – A symbol here indicates that the material was ordered with custom features.

The following information is displayed on a shipment line:

1.   **Received Indicator** – A click-mark here indicates that the shipment has been received into inventory.

2.   **Quantity Received** – The quantity of material shipped or scheduled to be shipped or the quantity of material received into inventory following receipt of the shipment. If the shipment has been shipped from a BST warehouse, the quantity actually shipped is displayed. If the shipment has not yet been shipped, the quantity scheduled to be shipped is displayed. If the shipment is to be shipped from an outside vendor, the quantity actually shipped is never displayed since CAPRI does not furnish actual ship dates to OSPCM.

3.   **Serial Number** – The serial number shipped from a BST warehouse or the serial number received into inventory following receipt of the shipment. This field is displayed only if the ordered material is serialized. If the shipment has been shipped from a BST warehouse, the expected serial number is displayed. If the shipment is to be shipped from an outside vendor, the serial number is not displayed because CAPRI does not furnish serial numbers to OSPCM. If the shipment has been received, the serial number that was received into inventory is displayed.

4.   **Reel Type** – The type of reel the material was shipped on or the type of reel received into inventory following receipt of the shipment. This field is displayed only if the ordered material is cable. If the shipment has been shipped from a BST warehouse, the expected reel type is displayed. If the shipment is to be shipped from an outside vendor, the reel type is not displayed because CAPRI does not furnish reel types to OSPCM. If the shipment has been received, the reel type that was received into inventory is displayed.

5.   **Date Receipted** – The date the shipment was received into inventory. Format: mm/dd/yyyy.

6.   **Backorder** – An asterisk (*) here indicates that the shipment is on backorder in a BST warehouse.

7.   **Sub Item** – An asterisk (*) here indicates that the material shipped, expected to be shipped, or received into inventory is different from the material ordered.

A shipment may be in one of four states:

1.   **Scheduled** – A shipment is "scheduled" if OSPCM has received initial status information from either REGIS or CAPRI concerning the shipment (i.e., a select ticket or purchase order has been generated). It is denoted by the absence of a receipt date, the absence of a serial number (if serialized), the absence of a check-mark in the leftmost column of the grid, and the presence of a purchase order number or a select ticket number in the Additional Detail frame. All shipments from an outside vendor are "scheduled" shipments.

2.   **Shipped** – A shipment is "shipped" if   OSPCM has received notice that the associated select ticket has been loop closed in REGIS. It is denoted by the presence of a serial number (if serialized), the absence of a receipt date, the absence of a check-mark in the leftmost column of the grid, and the presence of a select ticket number in the Additional Detail frame. Currently, there is no way to visually distinguish between a "scheduled" shipment and a "shipped" shipment for non-serialized material.

3.   **Received** – A shipment is "received" if the associated material has been received into inventory. It is denoted by the presence of a receipt date and the presence of a check-mark in the leftmost column of the grid.

4.   **Calculated** – A shipment is "calculated" if OSPCM has not yet received initial status information from either REGIS or CAPRI or if a shipment is missing for an ordered item. It is based on the quantity that Procurement should supply. If the sum of the quantity scheduled to be shipped plus the quantity actually shipped plus the quantity received for an order item is less than the quantity that Procurement should supply, a calculated shipment line is created; otherwise it is not. If no shipment information has been received from REGIS or CAPRI, a shipment line equal to the quantity ordered is displayed. A calculated shipment is denoted by the absence of a receipt date, the absence of a check-mark in the leftmost column of the grid, and the absence of a purchase order or select ticket in the Additional Detail frame. If the RECEIPT MATERIAL window was opened via a Purchase Order or a Select Ticket, a calculated shipment line is never displayed because the entire order might not be displayed when using this method.

The Additional Detail frame below the grid displays additional information for the selected line in the grid. The Additional Detail frame displays the following information:

1.   **PO or S/T** – The purchase order number or the select ticket number on which the material was shipped or is scheduled to be shipped. If the shipment is to be shipped from a BST warehouse, a select ticket number is displayed. If the shipment is to be shipped from an outside vendor, a purchase order number is displayed. This field is blank if no shipment details have been received from either REGIS or CAPRI.

2.   **Line Item** – The purchase order line item or, if a select ticket is displayed, the OrderMaster line item. This field is blank if no purchase order or select ticket is displayed.

3.   **Bin Loc** – The location of the material in the inventory yard. This field is blank if the responsible inventory site is not using bin locs to organize its inventory.

4.   **Ship Date** – If the shipment is scheduled to be shipped from a BST warehouse, the date the shipment is scheduled to be shipped is displayed here. If the shipment is scheduled to be shipped from an outside vendor and the vendor provides a shipment date to CAPRI, the date the shipment is scheduled to be shipped is displayed here. If the vendor does not provide a shipment date, this field is blank. If the shipment was shipped from a BST warehouse, the date the shipment was actually shipped from the warehouse is displayed here.

5.   **Order Item remarks** – The item remarks entered at the time the order was placed. If no remarks were entered, this field is blank.

6.   **Receipt Item remarks** – Remarks pertaining to the receipt of this shipment. The remarks are recorded with the inventory transaction created at receipt time. If no remarks were entered, this field is blank.

VIEW CUSTOM FEATURES

A symbol appears in the Custom Features column (abbreviated CF) of an order line if the ordered item has custom material features. To view these features, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The custom features displayed will vary with the type of material.

If the ordered item selected is cable, the dialog displays the custom features associated with cable as shown in Fig. 182. Information includes whether or not the ordered item has pulling eyes, prepped ends, preterminations, a taper splice, gas pressure, or modular connections.

If the ordered item selected is a capacitor, the dialog displays the custom features associated with capacitors as shown in Fig. 183. Information includes the microfarads and/or ohms of the capacitor.

If the ordered item selected is a non-standard pedestal cross-box, the dialog displays its configuration as shown in Fig. 184. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.

If the ordered item selected is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown in Fig. 185. Information includes the size and length of each stub and the connections between the feeder pairs and distribution pairs inside the cross-box.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

VIEW ORDER REMARKS

To view remarks pertaining to the entire order, press the View Order Remarks toolbar button located on the RECEIPT MATERIAL window or choose "View Order Remarks" from the Actions menu. The REMARKS FOR ORDER xxxx dialog as shown in Fig. 186 is displayed, where xxxx is the current order number.

This dialog allows you to view the order remarks that were sent to OrderMaster and any additional remarks that were recorded with the order when the order was placed.

To get help while on this dialog press the HELP button. To close this dialog, press the CLOSE button.

VIEW JOB DETAILS

To view details about the job for which this material was ordered, select an order line and press the Show Job Details toolbar button located on the RECEIPT MATERIAL window or choose "Show Job Details" from the Actions menu. The JOB DETAILS FOR THIS ORDER ITEM dialog as shown in Fig. 187 is displayed.

This dialog displays each material requirement aggregated to the selected ordered item. The following information is displayed:

1. **Job Number** – The job number for which this item was ordered.

2. **Material Description** – The description of the material ordered.

3. **Print** – The job print for which this item was ordered.

4. **Step** – The job step for which this item was ordered.

5. **Quantity Ordered** – The portion of the needed quantity that was ordered.

6. **Custom Features** (abbreviated CF) – A symbol here indicates that the requirement needs custom material features (e.g., inside pulling eye).

7. **RESID** – The resource ID responsible for the work.

8. **Roadblocks (abbreviated RB)** – A symbol here indicates that roadblocks (critical or non-critical) exist that may delay the work.

9. **Inventory Site** – The inventory site responsible for procuring the material.

10. **Work Action** – The type of work for which the material is needed (e.g. PLAC = placing).

11. **Work Environment (abbreviated WE)** – The work environment for which the material is needed (e.g. B = buried).

A symbol appears in the Custom Features column (abbreviated CF) if the requirement has custom material features. To view the custom features, double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The CUSTOM FEATURES dialog is displayed. The CUSTOM FEATURES dialog as shown earlier is displayed. To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

A symbol appears in the Roadblock column (abbreviated RB) if the substep for which the requirement exists has any roadblocks. To view the roadblock(s), double-click the symbol or use the arrow keys to move the marquee to it and press ENTER. The ACTIVE ROADBLOCKS dialog as shown in Fig. 188 is displayed.

To get help while on the dialog, press the HELP button. To close this dialog, press the CLOSE button.

To close the JOB DETAILS FOR THIS ORDER ITEM dialog, press the CLOSE button.

RECEIPT MATERIAL FOR THE FIRST TIME WITHOUT EXCEPTIONS

Receipting material for the first time without exceptions implies that the shipment has not already been receipted and that:

1. the description of the material to be receipted is exactly the same as the description of the material ordered or expected to be shipped (if a substitution was made by the warehouse),

2. the quantity to be receipted is equal to the quantity ordered or expected to be shipped,

3. a serial number is present, if the material is serialized, and it is equal to the serial number to be receipted,

4. a reel type is present, if the material is cable, and it is equal to the reel type to be receipted,

5. the date the material was received is equal to the current date,

6. no remarks need to be recorded with the receipt transaction, and

7. the bin location of the material is not to be recorded.

To receipt a shipment, select one or more shipment lines for the ordered item you want to receipt and press the Receipt Line Item toolbar button located on the RECEIPT MATERIAL window or choose "Receipt Line Item" from the Actions menu. The system displays an appropriate message under the following conditions:

1. If receipting an assembly order, the system displays an error message if you select any shipment but the first. Respond to the message by pressing OK.

2. If receipting serialized material and a serial number is not provided, an error message is displayed. Respond to the message by pressing OK.

3. If receipting cable and a reel type is not provided, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the system receipts the material into the responsible inventory site's inventory as follows: If the material was ordered by one inventory site and shipped to an alternate inventory site, the material is receipted into the alternate inventory site's inventory. If the material was shipped to an alternate address, the material is receipted into the ordering inventory site's inventory.

1.   The selected shipments are marked as "received". Each shipment received has a check-mark displayed in the leftmost column of the grid and the current date appears in the Date Receipted field. If receipting an assembly order, the shipments for the add-on assembly items will be receipted automatically when the XPID is receipted. If a calculated shipment is received, a shipment is created and marked "received".

2.   The material is receipted as "unassigned" inventory and an Order Receipt material inventory transaction is recorded. If receipting an assembly order, the XPID will be receipted as "unassigned" inventory, but the add-on assembled items will not be receipted into inventory. An Order Receipt material inventory transaction is recorded only for the XPIDed item of the assembly order.

3.   If the requirement for which the material was ordered still exists (i.e., the job or substep has not been cancelled and the requirement has not changed), the material is assigned to the appropriate substep(s) within that job and an Assignment material inventory transaction is recorded for each assignment made. If the requirement has been completely satisfied (substep's assigned quantity = substep's order quantity) or, if cable, and the quantity assigned to the substep is greater than or equal to the record length measurement needed, each substep to which the material was assigned is marked as having all of its material received. The system will not assign more material than is needed on the substep. If the quantity received is greater than the quantity needed, the assignment is made for the quantity needed and the remaining quantity remains in the unassigned status.

4.   If the requirement for which the material was ordered no longer exists (e.g., the job or substep was cancelled or the requirement changed), the inventory item remains in the "unassigned" status. ·

5.   If the total quantity received for this ordered item is greater than or equal to the quantity to be supplied by Procurement, the ordered item is marked "received". If the total quantity received for this ordered item is less than the quantity to be supplied by Procurement, the difference is calculated and the remaining balance to be shipped is displayed on a new shipment line for that order item.

6.   The Assignment transaction is marked as not to be sent to Asset Management.

7.   The Order Receipt transaction is marked as to be sent to Asset Management or not to be sent to Asset Management based on the following rules:

a. If the material received was not ordered direct to code, the transaction is marked to be sent to Asset Management.

b. If the material received was ordered direct to code (either to a c-code or to an m-code) but not assigned to the account for which it was ordered, the transaction is marked to be sent to Asset Management. This situation can occur if the requirement for which the material was ordered no longer exists or if it was marked "do not order direct to code" after the material was already ordered.

c. If the material received is central office equipment, the transaction is marked as not to be sent to Asset Management.

d. If the material received was ordered direct to code (either to a c-code or to an m-code) and assigned to the account for which it was ordered, the transaction is marked as not to be sent to Asset Management.

RECEIPT MATERIAL FOR THE FIRST TIME WITH EXCEPTIONS

Receipting material for the first time with exceptions implies that the shipment has not already been receipted and that one or more of the following applies:

1. the description of the material to be receipted is not exactly the same as the description of the material ordered or expected to be shipped,

2. the quantity to be receipted is not equal to the quantity ordered or expected to be shipped,

3. a serial number is present, but it is not equal to the serial number to be receipted,

4. a serial number is not present and the material to be receipted is serialized,

5. a reel type is present, but it is not equal to the reel type to be receipted,

6. a reel type is not present and the material to be receipted is cable.

7. the date the material was received is not equal to the current date,

8. remarks need to be recorded with the receipt transaction,

9. the bin location of the material is to be recorded, or

10. the material is damaged or unwanted and will be returned to a BST warehouse or to an outside vendor.

To indicate the exceptions with which to receipt the material, double-click a shipment line you want to receipt or move the marquee to it and press Enter. The EDIT LINE ITEM dialog as shown in Fig. 189 is displayed.

The fields on this dialog default to what was ordered or what was expected to be shipped, if available.

The following information is displayed in the Order Data frame:

1.   **Material Description** – The description of the material ordered.

2.   **Quantity** – The quantity of material ordered.

You may enter or overtype the information displayed in the Receipt Data frame as described below.

1.   **Serial Number** – The serial number of the material received, if serialized. If receipting serialized material and the serial number is blank or is different from what was shipped, enter the serial number in the Serial Number text box. The serial number entered must not be a serial number already existing in this CMC.

2.   **Reel Type** – The reel type of the material received, if cable. If receipting cable and the reel type is blank or is different from what was shipped, enter a valid reel type in the Reel Type combo box or select one from the drop down list.

3.   **Material Description** – The description of the material received. If the description of the material is different from what was shipped, enter a valid material description in the Material Description text box.

4.   **Quantity** – the quantity of material received. If the quantity is different from what was shipped, enter the quantity to be received into inventory. The quantity entered must be greater than zero.

5.   **Date** – The date the material was received. This field defaults to the current date. If receipting material for a previous day, enter a date less than the current date.

6.   **Bin Loc** – The bin location of where the material will be stored in inventory. If your inventory site is using bin locations, enter a bin loc. This field is not validated. If you receipt the same non-serialized material on the same day and don't use the same bin loc as previously used, the last entered bin loc will become the bin loc for all of this non-serialized material at this location received on this day.

7.   **Remarks** – enter any remarks that you wish to be recorded with the order receipt transaction.

8.   **Damaged/Unwanted** – If the material will be returned to a BST warehouse or to an outside vendor, check the Damaged/Unwanted check box.

To get help while on this dialog, press the HELP button. To close this dialog without saving the changes, press the CANCEL button. To close this dialog and save the changes made, press the OK button. The system displays an appropriate message under the following conditions:

1.   If the serial number to be received already exists in this CMC, an error message is displayed. Respond to the message by pressing OK.

2.   If receipting cable and no reel type was provided or an invalid reel type was provided, an error message is displayed. Respond to the message by pressing OK.

3.   If the material description to be received is not valid, an error message is displayed. Respond to the message by pressing OK.

4.   If the quantity to be received is zero, an error message is displayed. Respond to the message by pressing OK.

5.   If the receipt date entered is greater than the current date, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the changes made on the EDIT LINE ITEM dialog are reflected on the selected shipment line on the RECEIPT MATERIAL window as follows:

1.   The Quantity Received field is populated with the indicated receipt quantity.

2.   The Serial Number field is populated with the indicated serial number.

3.   The Reel Type field is populated with the indicated reel type.

4.   The Date Receipted field is populated with the indicated receipt date.

5.   If the description of the material received is different from the description of the material ordered, the sub Item field is populated with an asterisk (*).

6.   Any remarks entered on the EDIT LINE ITEM dialog are displayed in the Additional Detail frame as Receipt Item Remarks.

7.   The Bin Loc field in the Additional Detail frame is populated with the indicated bin loc.

8.	If the RECEIPT MATERIAL window was opened via an OrderMaster Number, any remaining balance to be shipped for the ordered item is calculated and, if greater than zero, is displayed as a new shipment line.

Select the next shipment to be receipted and make any needed changes. After all shipments that you want to receipt have been selected, press the Receipt Line item toolbar button or choose "Receipt Line Item" from the Actions menu as described earlier. The system receipts the material as described earlier with the following exception:

1.	If the shipment was marked as damaged or unwanted, the material is receipted as "awaiting return" inventory, rather than "unassigned" inventory, and is not assigned to the job for which it was ordered. Each associated requirement is marked as needed material again and as ready to be fulfilled, and is not assigned to the job for which it was ordered. Each associated requirement is marked as needed material again and as ready to be fulfilled.

COMPLETE AN ORDERED ITEM

When remaining shipments are indicated and no more shipments are expected to arrive for an ordered item, the ordered item may be marked complete. This feature exists so that an ordered item will not get "hung up" in an ordered or shipped status when everything that is going to be received has been received. This function is not available if the RECEIPT MATERIAL window was opened via a Purchase Order or a Select Ticket.

Select the order line of the ordered item you wish to complete and click the complete Order Item toolbar button located on the RECEIPT MATERIAL window or choose "Complete Order Item" from the Actions menu. A process is initiated to indicate that no more shipments are expected to be received for this order item as follows:

1.	If there are no shipments or no received shipments at the time the ordered item is marked complete, the selected ordered item is put into a "cancelled" status.

2.	If there is at least one received shipment at the time the ordered item is marked complete, the selected ordered item is put into a "complete" status.

3.	The quantity remaining to be satisfied is re-calculated for each associated substep that has not yet been received and, if the quantity remaining is greater than zero, the requirement is marked as needing material again and ready to be fulfilled. If completing a cable item and the quantity received is greater than the substep's record length measurement, the substep's material

status would have been changed to "received" when the shipment was received; thereby making it unnecessary for any remaining needed quantity to be calculated.

    4.   If the material ordered is cable, the responsible CMC's year-to-date MCF(million conductor feet) of copper cable ordered or FKF (fiber Kilo feet) of fiber cable ordered is decreased by the remaining quantity needed on the substep.

    5.   After an ordered item has been completed, any unreceived shipments are no longer displayed.

UNCOMPLETE AN ORDERED ITEM

    If an ordered item is "cancelled" or is "complete" it must first be uncompleted before any corrections or further receipts may be done. This function is not available if the RECEIPT MATERIAL window was opened via a Purchase Order or a Select Ticket.

    Select the order line of the ordered item for which a correction or additional receipt is needed and click the Uncomplete Order Item toolbar button located on the RECEIPT MATERIAL window or choose "Uncomplete Order Item" from the Actions menu. A process is initiated to set the ordered item back to its previous status as follows:

    1.   If there are no shipments at the time the order item is uncompleted, the selected ordered item is put back into an "ordered" status.

    2.   If there are shipments but no received shipments at the time the order item is uncompleted, the status to which the ordered item is returned depends on whether or not there are actual shipments recorded. If the actual quantity shipped is greater than or equal to the quantity to be supplied by Procurement, the selected ordered item is put back into a "shipped" status. If the actual quantity shipped is less than the quantity to be supplied by Procurement, the selected ordered item is put back into an "ordered" status.

    3.   If there is at least one received shipment at the time the order item is uncompleted, the status to which the ordered item is returned depends on whether or not there are shipments that have not yet been received. If the received quantity is greater than or equal to the quantity to be supplied by Procurement, the selected order item is put back into a "received" status. If the actual shipped quantity is greater than or equal to the quantity to be supplied by Procurement, the selected ordered item is put back into a "shipped" status. If neither of these is true, the selected ordered item is put back into an "ordered" status.

4.   The quantity remaining to be satisfied is re-calculated for each associated substep that has not yet been received, and if the quantity remaining is equal to zero, the requirement is put back into an "ordered" status and marked as not ready to be fulfilled.

5.   If the material ordered is cable, the responsible CMC's year-to-date MCF (million conductor feet) of copper cable ordered or FKF (fiber Kilo feet) of fiber cable ordered is increased by the quantity no longer needed on the substep.

6.   After an order item has been uncompleted, any unreceived shipments are displayed and any remaining balance to be shipped for the ordered item is calculated and, if greater than zero, is displayed as a new shipment line.

These shipments may now be received or a receipt may be made against the remaining balance. If there are no unreceived shipments or no remaining balance to receipt against, you may add a shipment using the process described below.

ADD A SHIPMENT

You may add a shipment to handle duplicate shipments for a specified ordered item. This function is not available if the RECEIPT MATERIAL window was opened via a Purchase Order or a Select Ticket.

If the ordered item is "cancelled' or "complete", you must first uncomplete the ordered item before adding a shipment. Select the order line of the ordered item for which you want to add a shipment and click the Uncomplete Order Item toolbar button located on the RECEIPT MATERIAL window or choose "Uncomplete Order Item" from the Actions menu. A process is initiated to set the ordered item back to its previous status as described earlier.

To add a shipment select the order line for the ordered item for which you want to add a shipment and click the Add A Shipment Item toolbar button located on the RECEIPT MATERIAL window or choose "Add A Shipment Item" from the Actions menu. The EDIT LINE ITEM dialog as shown in Fig. 190 is displayed.

The fields on this dialog default to what was ordered. You may enter or overtype the information in the text boxes as described earlier. Since this is probably a duplicate shipment, check the Damaged/Unwanted check box to mark the material as "awaiting return" when it is receipted into inventory.

To get help while on this dialog, press the HELP button. To close this dialog and save the changes made, press the OK button. To close this dialog without saving the changes, press the CANCEL button.

Upon returning to the RECEIPT MATERIAL window, a new shipment line is displayed for this ordered item with the information entered on the EDIT LINE ITEM dialog.

To receipt this material into inventory, press the Receipt Line item toolbar button or choose "Receipt Line Item" from the Actions menu as described earlier. A shipment is created and a process is initiated to receipt the material either as "awaiting return" inventory, "unassigned" inventory, or "assigned" inventory as described earlier.

UNRECEIPT A SHIPMENT

You may need to unreceipt a shipment previously receipted if the wrong information was entered, such as the serial number or quantity, or if a shipment was receipted for the wrong ordered item. You may unreceipt a shipment and receipt again with the correct information.

If the ordered item is "complete", you must first uncomplete the ordered item before you can unreceipt any of its shipments. Select the order line of the ordered item for which you need to make a correction and click the Uncomplete Order Item toolbar button located on the RECEIPT MATERIAL window or choose "Uncomplete Order Item" from the Actions menu. A process is initiated to set the ordered item back to its previous status as described earlier.

To unreceipt a shipment, select the shipment line of the ordered item to which you need to make a correction and click the Unreceipt Line Item toolbar button located on the RECEIPT MATERIAL window or choose "unreceipt Line Item" from the Actions menu. The system displays an error message if there is an insufficient inventory balance to unreceipt (i.e., the quantity to be unreceipted is greater than the current inventory balance for this material). Respond to the message by pressing OK.

If no errors are found, a process is initiated to reverse the previous receipt against this shipment as follows:

1. The shipment is marked as no longer being received. If the shipment is not associated with a Purchase Order or Select Ticket (i.e., an added shipment), the shipment is deleted. Following the unreceipt, the Date Receipted field of the shipment line selected is cleared and the check-mark is no longer displayed.

2.   If the material was assigned to a job, the inventory item is unassigned from the appropriate substep(s) within that job and an Unassignment material inventory transaction is recorded for each unassignment done. Each substep to which the material was assigned is put back in an "ordered" status.

3.   If the total quantity received for this ordered item is now less than the quantity to be supplied by Procurement, the process indicates that the ordered item is no longer received and is put back into its prior status; otherwise it remains in the "received" status. If the actual shipped quantity is greater than or equal to the quantity to be supplied by Procurement, the ordered item is put back into the "shipped" status. If the actual shipped quantity is less than the quantity to be supplied by Procurement, the ordered item is put back into the "ordered" status.

4.   The material is deleted from inventory and an Order Receipt Reversal inventory transaction is recorded.

5.   The Unassignment transaction is marked as not to be sent to Asset Management.

6.   The Order Receipt Reversal transaction is marked as to be sent to Asset Management or not to be sent to Asset Management based on the following rules:

a. If the material received was not ordered direct to code, the transaction is marked to be sent to Asset Management.

b. If the material received was ordered direct to code (either to a c-code or to an m-code) but not assigned to the account for which it was ordered, the transaction is marked to be sent to Asset Management.

c. If the material received is central office equipment, the transaction is marked as not to be sent to Asset Management.

d. If the material received was ordered direct to code (either to a c-code or to an m-code) and assigned to the account for which it was ordered, the transaction is marked as not to be sent to Asset Management.

To close the RECEIPT MATERIAL window, double-click the control box located in the upper left corner of the window. At this time an RF-8010 form is printed if the material received is for Central Office equipment and no assignment was made following the receipt because either the requirement for which the material was ordered no longer exists or the material was receipted as damaged/unwanted. Form RF-8010 (see Attachment 1) is printed to move the material from the Field Reporting Code (FRC) and Geographic Location Code (GLC) of the requirement to

which it was ordered to the 1220.1412 (Material Held For Future Use) account in the responsible inventory site.

Attachment 1

The following information is printed on the RF-8010 form when receiving unassigned Central Office Equipment:

1. **Transfer Report No.** – The state where the material was received followed by the OSPCM Material Inventory Transaction Number (e.g., KY11184).

2. **Purpose of Transfer** – This field always equals "Adj. Accounts".

3. **Ship/Transfer from (Credit)**

   a. **Location** – The inventory site where the material was received.

   b. **State** – The state where the material was received.

   c. **Geo. Loc.** – The exception geographic location code to which the material was ordered.

   d. **Auth. No.** – The job number for which the material was ordered.

   e. **RCO** – The responsibility code of the inventory site where the material was received.

   f. **RCC** – The responsibility code of the inventory site where the material was received.

   g. **Field Code** – the field reporting code (FRC) to which the material was ordered (i.e., 257C)

   h. **Vendor Order Number** – The purchase order or select ticket on which the material was shipped.

4. **Ship/Transfer To (Debit)**

   a. **Location** – The inventory site where the material was received.

   b. **State** – The state where the material was received.

   c. **Geo. Loc.** – The geographic location code of the inventory site where the material was received.

   d. **RCO** – The responsibility code of the inventory site where the material was received.

e. **RCC** – The responsibility code of the inventory site where the material was received.

f. **Func. Code** – The function code of the Material Held For Future Use account. This field is always equal to "5C5T".

5. Transportation Instructions

a. **Field Code** – This field defaults to 6 blanks followed by an "M". Methods and Procedures (M&Ps) will be written to instruct the user how to manually complete this section.

6. **Engineering Contract**

a. **Engineer** – The name of the user's supervisor. The "user" is the person who receipted the material into OSPCM.

b. **Prepared By** – The name of the person who receipted the material into OSPCM. The user's Common Userid (CUID) is used to obtain his/her name.

c. **Date** – The date the material was receipted into inventory. This field is always equal to the current date.

d. **Remarks** – Remarks entered at the time the material was receipted into inventory.

7. **Equipment Description** – The description of the material receipted into inventory. If the material is serialized, its serial number will be printed following the material description.

8. **Cond. – The condition of the material.** This field always equals "G" (good).

9. **Qty.** – The quantity of material receipted into inventory.

10. **Per** – This field always equals "EA" (each).

11. **Yr. Pl.** – The year the inventory item was receipted into inventory.

RECEIVE SHIPMENT DETAILS

Shipment details provide OSPCM information to determine the status of an ordered item as it is processed in either REGIS or CAPRI. After OrderMaster processes an order it send each ordered item to either REGIS or CAPRI, depending on the material ordered (see Order Material Requirements section of this document for a description of when items are sent to REGIS and when they are sent to CAPRI).

REGIS sends shipment information to OSPCM via a navigator contract and CAPRI sends shipment information to OSPCM via BUFIT.

Shipment information is received from REGIS under any of the following conditions:

1.   Initial generation of a select ticket,

2.   assignment of a new select ticket following a held order (future day, re-inventory held, IBI-held) release or a backorder resolution,

3.   a quantity change on a held order,

4.   a change in the scheduled ship date,

5.   cancellation of a held order or a backorder, or

6.   when a select ticket is looped closed (i.e., shipped from the warehouse).

Shipment information is received from CAPRI under any of the following conditions:

1.   Initial generation of a purchase order,

2.   a change in the scheduled ship date, or

3.   cancellation of a purchase order.

Each time REGIS or CAPRI sends shipment information to OSPCM, a process is called to record the details so that they are available to you when you view the status of an order or when you want to receipt the ordered material into inventory.

The following information is provided to OSPCM (fields are provided by both REGIS and CAPRI unless otherwise noted):

1.   **State Code** – The state associated with the Requestor Authority Number (RAN) that ordered the material. This field is used to route the contract to the proper server. (Length: 2)

2.   **System ID** – The system identifier of the system providing the shipment information. (Length: 2) Values are "CP" (CAPRI) and "RG" (REGIS).

3.   **Return Code** – The return code indicating the status of a shipment. (Length: 2) Values are:

a. **10** – Item was successfully ordered. This return code can be received from both REGIS and CAPRI and may be received under the following conditions:

The entire ordered quantity can be satisfied by REGIS.

The entire ordered quantity can be satisfied by CAPRI.

A portion of the ordered quantity can be satisfied by REGIS and the remaining quantity was backordered.

A portion of the ordered quantity can be satisfied by REGIS and the remaining quantity was sent to CAPRI. This situation can occur if a PIDed non-stock item is ordered and the warehouse does not have the non-stock item in stock. REGIS does not send a return code of 10 for the portion of the ordered quantity that was sent to CAPRI. Only the portion of the ordered quantity that was satisfied by REGIS is reported to OSPCM. If the entire order quantity was sent by REGOS to CAPRI, no status message is returned to OSPCM from REGIS.

 b. **11** – Item was not ordered. This return code can only be received from REGIS and may be received under the following conditions:

The ordered quantity could not be satisfied by REGIS and could not be backordered. This situation can only occur if a PIDed stock item is ordered; otherwise, REGIS would have passed the order on to CAPRI.

 c. **12** – Item was partially ordered. This return code can only be received from REGIS and may be received under the following conditions:

A portion of the ordered quantity can be satisfied by REGIS, but the remaining quantity cannot be satisfied. For example, if the order quantity exceeds the maximum order quantity allowed for the RAN used to place the order, REGIS satisfies the order with the maximum quantity allowed and does not satisfy the remaining quantity.

 d. **13** – PROPAR failure at order time. This return code can only be received from REGIS and may be received under the following conditions:

REGIS attempted to pass either the entire order quantity or a portion of the order quantity to CAPRI at order time but there was an internal PROPAR failure in REGIS which means that CAPRI never received the order.

 e. **14** – PRBA failure at order time. This return code can only be received from REGIS and may be received under the following conditions:

REGIS attempted to create a backorder for either the entire order quantity or a portion of the order quantity at order time but there was an internal PRBA failure in REGIS which means that the backorder was never created.

f. **20** – Item will be or was shipped. This return code can only be received from REGIS and may be received under the following conditions:

The select ticket was loop closed clean (Quantity ordered = quantity shipped).

The select ticket was dirtied up to some quantity greater than the ordered quantity.

The select ticket was dirtied down to some quantity less than the ordered quantity and the remaining quantity or the entire quantity (f dirtied to zero) was backordered.

The select ticket was dirtied down to some quantity less than the order quantity and the remaining quantity or the entire quantity (if dirtied to zero) was re-directed to another warehouse.

The select ticket was dirtied down to some quantity less than the order quantity and the remaining quantity or the entire quantity (if dirtied to zero) was re-directed to CAPRI.

g. **21** – Item will not be shipped. This return code can only be received from REGIS and may be received under the following conditions:

The select ticket was dirtied down to zero and the item was not backordered, not re-directed to another warehouse, nor re-directed to CAPRI.

h. **22** - Item was partially shipped. This return code can only be received from REGIS and may be received under the following conditions:

The select ticket was dirtied down to some quantity less than the ordered quantity but the remaining quantity was not backordered, not re-directed to another warehouse, nor re-directed to CAPRI.

i. **23** – Loop Closure was reversed. This return code can only be received from REGIS and may be received under the following conditions:

The select ticket was reversed loop closed. This can occur even if the select ticket was not previously loop closed. It most often occurs if a mistake was made during loop closure (e.g., the wrong select ticket was loop closed or the wrong quantity was loop closed).

j. **24** – PROPAR failure at loop closure. This return code can only be received from REGIS and may be received under the following conditions:

REGIS attempted to pass either the entire order quantity or a portion of the order quantity to CAPRI at loop closure but there was an internal PROPAR failure in REGIS which means that CAPRI never received the order.

k. **25** – PRBA failure at loop closure. This return code can only be received from REGIS and may be received under the following conditions:

REGIS attempted to create a backorder for either the entire order quantity or a portion of the order quantity at loop closure but there was an internal PRBA failure in REGIS which means that the backorder was never created.

l. **30** – Scheduled ship date change. This return code can be received from both REGIS and CAPRI and may be received under the following conditions:

The due date was changed on a held order in REGIS.

CAPRI received a scheduled ship date change from a vendor.

m. **31** – Quantity change. This return code can only be received from REGIS and may be received under the following conditions:

The quantity to be shipped was changed on a held order in REGIS

n. **32** – Purchase Order or Select Ticket was cancelled. This return code can be received from both REGIS and CAPRI and may be received under the following conditions:

A held order or backorder was cancelled in REGIS.

A purchase order was cancelled in CAPRI.

4.   **Return Message** – A message explaining why the entire order quantity could not be satisfied. This field may be provided if a return code of 11, 12, or 13 is received from REGIS. (Length: 60)

5.   **OrderMaster Number** – The "Q" number of an ordered item. (Length: 8)

6.   **OrderMaster Sequence Number** – The "Q" item number of an ordered item. (Length: 3)

7.   **Current Purchase Order Number** – The current select ticket number of purchase order number assigned to the ordered item. (Length: 10)

8.   **Purchase Order Line Item** – The purchase order line item assigned to the ordered item. This field is populated only if the shipment status is received from CAPRI. (Length: 3)

9.   **Previous Select Ticket Number** – The previous select ticket number assigned to the ordered item. This field is populated only when a held order is released or a backorder is resolved in REGIS. It may be provided when a return code of 10 is received. (Length: 10)

10.   **Quantity Type Indicator** – The status of the select ticket. This field is populated only if a held order or backorder is created in REGIS. It may be provided when a return code of 10 is received. (Length: 1) Values are:

        a. "**F**" – Future Day

        b. "**I**" – IBI-held

        c. "**R**" – Re-inventory held

        d. "**B**" – Backordered

11.   **Scheduled Ship Date** – The date the material is expected to be shipped from a BST warehouse or from an outside vendor. This field is populated only if the ordered item is assigned to a future day or current day ticket in REGIS or if the vendor provided CAPRI with a scheduled ship date. It may be provided when a return code of 10, 12, or 30 is received. (Length: 10; Format: mm/dd/yyyy)

12.   **Actual Ship Date** – The date the material was shipped from a BST warehouse. This field is populated only when a select ticket has been loop closed in REGIS. It may be provided when a return code of 20 or 22 is received. (Length: 10; Format: mm/dd/yyyy)

13.   **Quantity Shipped** – The quantity shipped or scheduled to be shipped. This field is populated with non-zeroes if a quantity is scheduled to be shipped from REGIS at order time or if a quantity was shipped from REGIS at loop closure. It may be provided when a return code of 10, 12, 31, 20, or 22 is received. In addition, the quantity not shipped is provided in this field when a return code of 13, 21, or 24 is received from REGIS. (Length: 7)

14.   **Quantity Backordered** – The quantity backordered. This field is populated with non-zeroes if a backorder is created in REGIS at order time or at loop closure. It may be provided when a return code of 10, 12, or 20 is received. (Length: 7)

15.   **Current PID** – The PID of the material scheduled to be shipped, actually shipped, or not to be shipped. This field is populated only when the shipment status is received from REGIS. (Length: 15)

16.   **Previous PID** – The PID of the material ordered if a substitution was made by REGIS at order time, the PID of the material previously scheduled to be shipped if a substitution

was made by REGIS prior to loop closure or at loop closure, or the PID of the material previously shipped if a substitution was made by REGIS during a re-loop closure. It may be provided when a return code of 10, 12, 20, or 22 is received. (Length: 15)

17.   **Serial Number** – The serial number shipped from a BST warehouse. This field is populated only if serialized material was shipped from REGIS. It may be provided when a return code of 20 is received. (Length: 10)

18.   **Reel Type** – The type of reel on which a cable item was shipped from a BST warehouse. This field is populated only if cable was shipped from REGIS. It may be provided when a return code of 20 is received. (Length: 3)

19.   **S/T Item Cancellation** – An indication that the shipment for this select ticket, OrderMaster sequence number, and PID should be cancelled. This field is populated only if REGIS redirects the entire order quantity to another warehouse or to CAPRI during loop closure. It may be provided when a return code of 20 is received. (Length: 1)

The return code on each shipment detail record tells OSPCM how to process the associated information. Shipments are created, updated, and deleted in OSPCM based on the return code received.

PROCESS A RETURN CODE OF "10" FROM REGIS

If the shipment status is from REGIS, the system searches for an existing shipment for the ordered item, current select ticket number (or previous select ticket number if a held order was released or a backorder was resolved), and current PID (or previous PID if a substitution was made).

If there is an existing non-held non-backorder shipment, the system takes the following action:

1.   The quantity shipped is added to the existing shipment. This is done to handle when both new and used quantities in the same zone are used to satisfy the order quantity.

If there is an existing held order or backorder shipment, REGIS has released a held order or resolved a backorder and the system takes the following action:

1.   The shipment is replaced with the new select ticket number, the new material description (if a substitution was made), and the quantity shipped. If the backorder was partially

resolved, a new shipment is created for the ordered item, previous select ticket, and PID of the original backorder for the quantity not yet resolved.

If there is not an existing shipment, the system takes the following action:

1.   A new shipment is created for the ordered item, current select ticket, and current PID for the quantity scheduled to be shipped or the quantity backordered.

PROCESS A RETURN CODE OF "10" FROM CAPRI

If the shipment status is from CAPRI, the system takes the following action:

1.   A new shipment is created for the ordered item, current purchase order, and purchase order item number.

2.   Since CAPRI does not send the description of the material to be shipped, the system creates the shipment for the description of the material ordered.

3.   Since CAPRI does not send a ship quantity to OSPCM, the system calculates the quantity to be shipped by summing the existing shipments (including held orders and backorders) for this ordered item and subtracting this value from the quantity to be supplied by Procurement.

PROCESS A RETURN CODE OF "11"

A return code of "11" indicates that the ordered quantity will not be satisfied; therefore no shipment is created and the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

1.   The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.

2.   The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if >0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "12"

A return code of "12" indicates that only a portion of the ordered quantity will be satisfied. The system searches for an existing shipment for the ordered item, current select ticket number, and current PID (or previous PID if a substitution was made).

If there is an existing non-held non-backorder shipment, the system takes the following action:

1. The quantity shipped is added to existing shipment. This is done to handle when both new and used quantities in the same zone are used to satisfy the order quantity.

If there is not an existing shipment, the system takes the following action:

1. A new shipment is created for the ordered item, current select ticket, and current PID for the quantity shipped or backordered.

Since only a portion of ordered quantity will be satisfied, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

1. The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.

2. The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if >0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "13"

A return code of "13" indicates that an internal error occurred in REGIS when the order was re-directed to CAPRI at order time; therefore the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

1. The quantity to be supplies by Procurement is decreased by the quantity that will not be shipped.

2. The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if >0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "14"

A return code of "14" indicates that an internal error occurred in REGIS when a backorder was attempted at order time. Since OSPCM was already notified of the backorder, the system deletes the backordered shipment for this ordered item, current select ticket, and current PID. If material is backordered at order time, REGIS sends a backorder quantity with a return code of "10" or "12" to OSPCM before the backorder is actually created in REGIS. If the process that creates the backorder in REGIS fails, a return code of "14" is sent to OSPCM indicating that the backorder did not occur.

Since either the entire ordered quantity or a portion of the ordered quantity will not be satisfied, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

1.   The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.

2.   The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if >0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "20"

A return code of "20" indicates that a select ticket has been loop closed in REGIS. Select tickets may be loop closed "clean", "dirtied up", or "dirtied down". If a select ticket is loop closed clean, the entire quantity associated with this select ticket will be shipped from the warehouse. If a select ticket is dirtied down a portion of the quantity ordered on this select ticket will be shipped from the warehouse (as long as the ticket was not dirtied down to zero) and the remaining quantity may be backordered, redirected to another warehouse, sent to CAPRI (if a non-stock item was ordered), or not shipped at all. If the select ticket is dirtied down to zero, the entire quantity associated with this select ticket may be backordered, redirected to another warehouse, sent to CAPRI (if a non-stock item was ordered), or not shipped at all.

If shipping serialized material, REGIS sends a return code of "20" for each serial number it ships to satisfy the ordered quantity followed by a return code of "20" indicating the total quantity shipped and/or backordered. If shipping non-serialized material, REGIS sends a single return code of "20" indicating the total quantity shipped and/or backordered.

PROCESS A SERIALIZED SHIPMENT (SERIAL NUMBER NOTIFICATION)

If the shipment detail is for a serial number, the system searches for an existing shipment for the ordered item, current select ticket number, and current PID (or previous PED if a substitution was made).

If there is an existing non-held non-backorder shipment that has not been shipped, the system takes the following action:

The shipment is replaced with actual shipment information including the serial number shipped, the type of reel shipped (if cable was shipped), the material shipped, the quantity shipped, and the date the material was shipped.

If there is an existing non-held non-backorder shipment that has been shipped, the system takes the following action:

A new shipment is created with actual shipment information including the serial number shipped, the type of reel shipped (if cable was shipped), the material shipped, the quantity shipped and the date the material was shipped. This will create a new shipment for each serial number shipped.

If there is not an existing shipment, the system takes the following action:

A new shipment is created for the ordered item, current select ticket, and current PID for the quantity shipped.

PROCESS A SERIALIZED SHIPMENT (TOTAL QUANTITY SHIPPED)

When the return code of "20" is received that indicates the total quantity shipped for a serialized item, the system takes the following action:

If the sum of the quantities shipped on each serial number is less than the total quantity shipped indicated by REGIS, an additional shipment is created for the ordered item, current select ticket, and ordered material description for the difference in the quantity shipped.

If a backorder was created at loop closure, the system searches for an existing non-held non-backorder shipment that has not been shipped for the ordered item, current select ticket number, and current PID (or ordered material description if no PID is provided) and takes the following action. A PID is provided on the final loop closure message for a serialized shipment from REGIS only if the entire quantity ordered on the select ticket is backordered:

If a shipment exists, the shipment is marked as backordered.

If a shipment does not exist, a backorder shipment is created for the ordered item, current select ticket, and the description of the material ordered for the quantity backordered. If REGIS creates a backorder at loop closure, it is against the material ordered. Since the current interface is designed to provide the description of the material shipped and was not designed to handle a shipment of one material description and a backorder of another material description, OSPCM creates a backorder shipment for the material ordered. This is done to accommodate the situation when a substitution is made at order time and loop closure ships some of the substituted material and backorders the remaining quantity.

If a select ticket was dirtied down to zero and re-directed to another warehouse or to CAPRI, REGIS passes notification to OSPCM that the select ticket should be cancelled. The system deletes all existing non-held non-backorder shipments for the ordered item, current select ticket number, and current PID.

PROCESS A NON-SERIALIZED SHIPMENT

If the shipment detail is for a non-serialized item, the system searches for an existing shipment for the ordered item, current select ticket number, and current PED (or previous PID if a substitution was made).

If there is an existing non-held non-backorder shipment that has not been shipped, the system takes the following action:

The shipment is replaced with actual shipment information including the material shipped, the quantity shipped, and the date the material was shipped.

If there is not an existing shipment, the system takes the following action:

A new shipment is created for the ordered item, current select ticket, and current PID for the quantity shipped.

If a backorder was created at loop closure, the system searches for an existing non-held non-backorder shipment that has not been shipped for the ordered item, current select ticket number, and current PID (or previous PID if a substitution was made) and takes the following action:

If a shipment exists, the shipment is marked as backordered.

If a shipment does not exist, a backorder shipment is created for the ordered item, current select ticket, and the description of the material ordered for the quantity backordered. If REGIS creates a backorder at loop closure, it is against the material ordered. Since the current interface is designed to provide the description of the material shipped and was not designed to handle a shipment of one material description and a backorder of another material description, OSPCM creates a backorder shipment for the material ordered. This is done to accommodate the situation when a substitution is made at order time and loop closure ships some of the substituted material and backorders the remaining quantity.

If a select ticket was dirtied down to zero and re-directed to another warehouse or to CAPRI, REGIS passes notification to OSPCM that the select ticket should be cancelled. The system deletes all existing non-held non-backorder shipments for the ordered item, current select ticket number, and current PED.

PROCESS A RETURN CODE OF "21"

A return code of "21" indicates that REGIS will not be shipping the material associated with a select ticket. The system searches for an existing shipment for the ordered item, current select ticket number, and current PED.

If there is an existing non-held non-backorder shipment, the system takes the following action:

The quantity scheduled to be shipped for this ordered item, current select ticket, and current PID is decreased by the quantity not shipped. This is done to handle the situation where both new and used quantities axe scheduled to be shipped on the same select ticket. Since REGIS may decide to ship the new quantity but not ship the used quantity, OSPCM does not want the entire shipment deleted. If the shipped quantity is reduced to zero, the shipment is deleted.

Since either the entire ordered quantity or a portion of the ordered quantity will not be satisfied, the system must reduce the quantity that will be supplied by Procurement for this ordered

item so that it can calculate how much more needs to be ordered. The system takes the following action:

The quantity to be supplied by Procurement is decreased by the quantity that will not be shipped.

The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "22"

If shipping serialized material, REGIS sends a return code of "20" for each serial number it ships to satisfy the ordered quantity followed by a return code of "22" indicating the total quantity shipped if the quantity shipped is less than the quantity ordered on that select ticket. If shipping non-serialized material, REGIS sends a single return code of "22" indicating the total quantity shipped if the quantity shipped is less than the quantity ordered on that select ticket.

PROCESS A SERIALIZED SHIPMENT

Because the quantities shipped on each serial number may not equal the total quantity shipped indicated by REGIS, the difference between the total quantity shipped and the recorded quantity shipped for the ordered item, current select ticket, and current PID is calculated. If the difference is greater than zero, an additional shipment is created for the ordered item, current select ticket, and current PED for the difference in the quantity shipped.

Since only a portion of the ordered quantity was shipped, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.

The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A NON-SERIALIZED SHIPMENT

The system searches for an existing shipment for the ordered item, current select ticket number, and current PED (or previous PID if a substitution was made).

If there is an existing non-held non-backorder shipment, the system takes the following action:

The shipment is replaced with actual shipment information including the material shipped, the quantity shipped, and the date the material was shipped.

Since only a portion of ordered quantity was shipped, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.

The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "23"

Since a return code of "23" indicates that a loop closure has been reversed, OSPCM must indicate that a shipment previously considered shipped is no longer shipped. The system deletes all existing non-held non-backorder shipments, except the first, for the ordered item, current select ticket number, and current PID. This is done to handle the situation where multiple serial numbers are shipped on a single select ticket. After deleting the appropriate shipments, the system takes the following action:

To return the shipment back to the state it was in prior to loop closure, the remaining shipment for the ordered item, current select ticket number, and current PID is increased by the total shipped quantity deleted, the actual shipped date is changed to blanks, the expected serial number is changed to blanks (if the shipment was for serialized material), and the expected reel type is changed to blanks (if the shipment was for cable).

PROCESS A RETURN CODE OF "24"

A return code of "24" indicates that an internal error occurred in REGIS when the order was re-directed to CAPRI during loop closure; therefore the system deletes any non-held non-backorder shipments for this ordered item, current select ticket, and current PID if any exist.

Since either the entire ordered quantity or a portion of the ordered quantity will not be satisfied, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

The quantity to be supplied by Procurement is decreased by the quantity that will not be shipped.

The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "25"

A return code of "25" indicates that an internal error occurred in REGIS when a backorder was attempted to be created during loop closure. Since OSPCM was already notified of the backorder, the system deletes the backordered shipment for this ordered item, current select ticket, and current PID. If material is backordered at loop closure, REGIS sends a backorder quantity with a return code of "20" to OSPCM before the backorder is actually created in REGIS. If the process that creates the backorder in REGIS fails, a return code of "25" is send to OSPCM indicating that the backorder did not occur.

Since either the entire ordered quantity or a portion of the ordered quantity will not be satisfied, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.

The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "30"

A return code of "30" indicates that the date the material was scheduled to be shipped for a held order has changed. The system searches for an existing held order shipment for the ordered item, current select ticket number, and current PID (or ordered material description if the PED is not provided as in the case of CAPRI) and replaces the old scheduled ship date with the new scheduled ship date.

PROCESS A RETURN CODE OF "31"

A return code of "31" indicates that the quantity scheduled to be shipped for a held order has changed. The system searches for an existing held order shipment for the ordered item, current select ticket number, and current PID and replaces the quantity currently scheduled to be shipped with the new quantity to be shipped.

Since the quantity to be shipped by Procurement may have been increased or decreased, the system must update the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered if any. The system takes the following action:

The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.

The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

PROCESS A RETURN CODE OF "32"

A return code of "32" indicates that a held order or a backorder was cancelled in REGIS; therefore the system deletes all held order or backorder shipments for this ordered item, current select ticket, and current PID (or ordered material description if the PID is not provided as in the case of CAPRI).

Since either the entire ordered quantity or a portion of the ordered quantity will not be satisfied, the system must reduce the quantity that will be supplied by Procurement for this ordered item so that it can calculate how much more needs to be ordered. The system takes the following action:

The quantity to be supplied by Procurement is replaced with the total quantity already shipped or scheduled to be shipped (including held orders and backorders) for the ordered item.

The remaining needed quantity on the substeps that were aggregated to the ordered item is calculated and if > 0, the material status code on the substep is reset to "needed" and marked as ready to be fulfilled.

CALCULATING THE STATUS OF AN ORDERED ITEM AND ITS ASSOCIATED SUBSTEPS

After a shipment status record has been processed, the system determines the status of the ordered item and the material status of the substep(s) that were aggregated to the ordered item using the following business rules:

If the quantity to be supplied by Procurement for this ordered item is zero, change its status code to "cancelled".

If all shipments associated with the ordered item are backordered, change the ordered item's status code to "backordered" if it is not already.

If the total quantity actually shipped for this ordered item is greater than or equal to the quantity to be supplied by Procurement, change the ordered item's status code to "shipped" if it is not already.

If the total quantity actually shipped for this ordered item is less than the quantity to be supplied by Procurement, change the ordered item's status code to "ordered" if it is not already.

If the ordered item's status code is "shipped", change the material status code on each associated substep to "shipped" if there is no remaining quantity needed on the substep.

If the ordered item's status code is "ordered", change the material status code on each associated substep to "ordered" if there is no remaining quantity needed on the substep.

The following business rules are observed when processing shipment details:

Any shipment detail received after the shipment has already been received into inventory is ignored.

The current PID and previous PBD are converted to a material description before they are used.

If a PID is not provided, the system uses the ordered material description to process shipment details.

The quantity to be supplied by Procurement is never increased to a quantity greater than the original ordered quantity.

SEND RECEIPT NOTIFICATION TO CAPRI

This section defines the material receipt notification interface between OSPCM and CAPRI. Order Receipt material inventory transactions are created in OSPCM each time ordered material is received into inventory via the RECEIPT MATERIAL window described in the Receipt Ordered Material section of this document. The receipt of material shipped from a BST warehouse does not need to be reported to Procurement; however, the receipt of material shipped from an outside vendor must be reported to CAPRI before it can authorize payment to the vendor.

The chosen interface is a daily file transmission using BUFIT. This transmission is automatically initiated daily by the system. One file containing all of the day's order receipt transactions for material shipped on a Purchase Order is transmitted to CAPRI. The CAPRI system runs on an MVS system in the Birmingham, AL data center.

The following information is sent to CAPRI for each ordered item received:

System Id - The OSPCM System Identifier. Its value is "MA". (Length: 2).

Requisition Number - The OrderMaster number of the ordered item received. (Length: 8).

Requisition Item Number - The OrderMaster sequence number of the ordered item received. (Length: 3).

Purchase Order Number - The purchase order number associated with the ordered item received. (Length: 8).

Purchase Order Line Item - The purchase order line item associated with the ordered item received. (Length: 3).

Quantity Received - The net quantity of material receipted into OSPCM's inventory to date for the ordered item. (Length: 7).

Receipt Date - The date the most recent shipment was receipted into OSPCM's inventory. (Length: 8; Format: MMDDYYYY, where MM is the month, DD is the day, and YYYY is the year).

The following business rules are observed when reporting receipt notification to CAPRI:

The process reads the material inventory transaction table for the current day's Order Receipt and Order Receipt Reversal transactions that are associated with a purchase order. For each purchase order line item received, one record is created in the receipt notification file.

Since there is only one Order Receipt material inventory transaction for an assembly order, the process creates one receipt notification record for the assembled unit and one receipt notification record for each add-on item. An assembly order is an order that has an XPIDed item as the first item on the order followed by other items that are to be assembled by various vendors and shipped as one unit to the inventory site.

For each purchase order line item received, OSPCM will calculate the net quantity received to date. For example, suppose a purchase order item is receipted for a quantity of 5 on Monday, unreceipted on the same day, and receipted again on Tuesday for a quantity of 6. Monday's receipt file would reflect a received quantity of 0 and Tuesday's receipt file would reflect a received quantity of 6.

VIEW ORDER SUMMARY

To view an order summary, select the Show An Order Summary toolbar button located on the Materials Management application window or select "Show an Order Summary..." from the Orders menu. The DISPLAY ORDER SUMMARY dialog as shown in Fig. 191 is displayed.

This dialog allows you to identify the order that you wish to view. You may view the entire order based on one of the following choices:

OrderMaster Number - To view an order via its OrderMaster number, click the OrderMaster Number radio button and enter a valid OrderMaster number in the associated text box. To view an OrderMaster number starting at a particular line item, click the Start at Line Item check box and type a line item number in the associated text box. For example, to view the last 3 line items for an order having 6 line items, enter a 4 in this field. By default, the system will start at line item 1.

Purchase Order Number - If you know a purchase order number associated with an order, you may view the entire order via that purchase order number. Click the Purchase Order Number radio button and enter a valid purchase order number in the associated text box.

Select Ticket Number - If you know a select ticket number associated with an order, you may view the entire order via that select ticket number. Click the Select Ticket Number radio button and enter a valid select ticket number in the associated text box.

Job Number - If you know the job for which an order was placed, you may view the entire order via that job number. Click the Job Number radio button and enter a valid job number in the associated text box.

If you want to view an order via its OrderMaster Number, but don't know the OrderMaster Number, select the OrderMaster radio button and press the SEARCH button. The SELECT ORDER dialog as shown in Fig. 192 is displayed.

This dialog is used to search for orders for a particular inventory site. To search for orders, you must enter the following information:

Inventory Site - Type or select an inventory site name in the Inventory Site combo box which contains a list of all inventory sites in the BellSouth region. If an inventory site is entered that is not in the list, the system displays an appropriate error message. Respond to the message by pressing OK.

Optionally, you may further limit the search by providing the following information:

Material Description - To search for orders for a particular material description, type a material description in the Material Description text box. You may type an entire material description or you may type a partial material description using an asterisk (*) to view orders for material starting and/or ending with the portion you provided. For example, AFAW* displays orders for material starting with "AFAW"; *100 displays orders for material ending in "100"; A*W displays orders for material starting with "A" and ending in "W".

To get help while on this dialog, press the HELP button. To close the dialog without selecting an order, press the CANCEL button. To view a list of OrderMaster Numbers and its associated items, press the UPDATE button. The system displays an appropriate message under the following conditions:

If the material description entered is not a valid material description, an error message is displayed. Respond to the message by pressing OK.

If no orders were found for the selected inventory site or material description, an appropriate message is displayed. Respond to the message by pressing OK.

If no errors are found, the following information is displayed:

OrderMaster Number - The number assigned by OrderMaster to an order.

Line Item - The line item assigned by OrderMaster to an ordered item.

Material Description - The description of the material ordered.

Quantity - The quantity of material ordered.

Job Number - The job for which the material was ordered.

To view a particular order, select it and press the OK button or double-click it. The system displays an appropriate error message if you press OK and an order was not selected from the grid. Respond to the message by pressing OK.

If no errors are found, the OrderMaster number selected is copied to the OrderMaster Number text box on the OPEN ORDER FOR RECEIPT and the line item selected is copied to the Start at Line Item text box. To start viewing the order from this line item, click the associated check box; otherwise the system will display the order starting at the first line item.

To view the specified order, press the OK button. The system displays an appropriate message under the following conditions:

If no orders were found for the identified OrderMaster number, purchase order number, select ticket number, or job number, an informative message is displayed. Respond to the message by pressing OK.

If no OrderMaster number, purchase order number, select ticket number, or job number is entered, an error message is displayed. Respond to the message by pressing OK.

If the first character of the purchase order number entered does not begin with the letter "P", an error message is displayed. Respond to the message by pressing OK.

If the select ticket number entered is not all numeric, an error message is displayed. Respond to the message by pressing OK.

If no errors are found, the SUMMARY FOR ORDER xxxx window is displayed, where xxxx is the selected order number. If the view is by job number and multiple orders exist for that job, both the ORDERS window and the SUMMARY FOR ORDER window as shown in Fig. 193 are displayed.

The following information is displayed at the top of the SUMMARY FOR ORDER window:

Order Status - The status of the entire order. Values are:

"Ordered" -An order is in the "ordered" status if at least one item within that order remains in the "ordered" or "backordered" status.

"Backordered" - An order is in the "backordered" status only if every item within that order is "backordered".

"Shipped" - An order is in the "shipped" status if at least one item within that order remains in the "shipped" status and there is no item within that order in the "ordered" status.

"Received" - An order is in the "received" status only if every item within that order is "received" or "complete".

"Cancelled" - An order is in the "cancelled" status only if every item within that order is "cancelled".

Inventory Site - The inventory site responsible for procuring the material on this order.

Ordered Date - The requisition date of the order (i.e., the date the order was placed with OrderMaster).

Due Date - The date the order is due at the Ship To location.

Totals - The total MCF and/or FKF on the order.

In addition, there are four tabs on the SUMMARY FOR ORDER window: Line Items, Order Options, Order Remarks, and Ship To.

The Line Items tab as shown in Fig. 194 displays all items on the order starting with the line item specified.

The Line Items tab displays a line for each ordered item (called the "order line") followed by a line for each associated shipment (called the "shipment line"). The following information is displayed on an order line:

Line Item - The order item number. This is the line item number assigned by OrderMaster when the order was placed.

Material Description - The description of the material ordered.

Quantity Ordered - The quantity of material ordered.

Custom Features (abbreviated CF) - An asterisk (*) here indicates that the material was ordered with custom features.

Jeopardy Indicator (abbreviated JP) - An asterisk (*) here indicates that the order item is in jeopardy of not arriving by the on job date (Requisition Date + Shipping Interval > On Job Date).

Status - The status of the order item. Values are:

"Ordered" - An order item is in the "ordered" status if not all shipments for this order item have been shipped. If the entire order item is to be shipped from a BST warehouse, the order item will remain in the "ordered" status until REGIS loop closes all shipments associated with the order item. If any part of the order item is to be shipped from an outside vendor, the order item will remain in an "ordered" status until all associated shipments have been received.

"Backordered" - An order item is in the "backordered" status if every shipment for this order item is backordered. If the entire order item is to be shipped from an outside vendor, the order item will never obtain a "backordered" status because CAPRI does not notify OSPCM of backorders.

"Shipped" - An order item is in the "shipped" status if every shipment for this order item has been shipped. If the entire order item is to be shipped from a BST warehouse, the order item is considered "shipped" after REGIS loop closes all shipments for this order item. If the entire order item is to be shipped from an outside vendor, the order item will never obtain a "shipped" status because CAPRI does not send OSPCM actual ship dates.

"Received" - An order item is in the "received" status if the total quantity received for this order item is greater than or equal to the total quantity expected to be shipped.

"Complete" - An order item is in the "complete" status if you complete the order item and the total quantity received for this order item is greater than zero but less than the total quantity expected to be shipped (completing an order item is described in the Receipt Ordered Material section of this document). If an order item is in the "complete" status, any unreceived shipments will not be displayed.

"Cancelled" - An order item is in the "cancelled" status if every shipment is cancelled or if no shipments are ever received and you complete the order item. If an order item is in the "cancelled" status, any un-received shipments will not be displayed.

The following information is displayed on a shipment line:

Material Description - The description of the material shipped if a substitution was made. If the ordered material was shipped, this field is blank.

Quantity Shipped - The quantity of material shipped or scheduled to be shipped. If the shipment has been shipped from a BST warehouse, the quantity actually shipped is displayed. If the shipment has not yet been shipped, the quantity scheduled to be shipped is displayed. If the shipment is to be shipped from an outside vendor, the quantity actually shipped is never displayed since CAPRI does not furnish actual ship dates to OSPCM.

Quantity Received - The quantity of material received into inventory.

Serial Number - The serial number shipped from a BST warehouse or the serial number received into inventory following receipt of the shipment. This field is displayed only if the ordered material is serialized. If the shipment has been shipped from a BST warehouse, the expected serial number is displayed. If the shipment is to be shipped from an outside vendor, the serial number is not displayed because CAPRI does not furnish serial numbers to OSPCM. If the shipment has been received, the serial number that was received into inventory is displayed.

PO or S/T - The purchase order number or the select ticket number on which the material was shipped or is scheduled to be shipped. If the shipment is to be shipped from a BST warehouse, a select ticket number is displayed. If the shipment is to be shipped from an outside vendor, a purchase order number is displayed.

Status - The status of the shipment. Values are:

blank - The shipment is scheduled to be shipped.

"Shipped" - The shipment has been shipped from a BST warehouse. The shipment is considered "shipped" after REGIS loop closes the associated select ticket.

"Backordered" - The shipment has been put on backorder in a BST warehouse. The select ticket is held until the backorder has been resolved, at which time a new select ticket is assigned to the shipment.

"Future Day" - The associated select ticket has not yet been dropped in a BST warehouse because the due date on the order was too far in the future for REGIS to consider it a current day ticket. The select ticket is held until it becomes a current day ticket, at which time a new select ticket is assigned to the shipment.

"IBI Held" - The associated select ticket has not yet been dropped in a BST warehouse because the item is locked due to an out of balance situation for that item in the warehouse. The select ticket is held until the out of balance situation is corrected, at which time a new select ticket is assigned to the shipment.

"Re-inventory Held" - The associated select ticket has not yet been dropped in a BST warehouse because the warehouse is locked due to a physical inventory. The select ticket is held until the physical inventory is complete, at which time a new select ticket is assigned to the shipment.

The following remarks are displayed for the selected order line:

Line Item Remarks - This text box contains line item remarks entered at the time the order was placed.

Procurement Status Message - This text box contains error messages returned from REGIS (e.g., "Item not requisitionable", "Quantity reduced to maximum", etc.)

The Order Options tab as shown in Fig. 195 indicates whether or not the order was placed as an emergency and whether or not the order was charged to an alternate responsibility code.

The following information is displayed:

Emergency Order - If the order was placed as an emergency, "YES" is displayed; otherwise "NO" is displayed.

Order was charged to Alternate RCC -If the order was charged to an alternate RCC, the RCC to which the order was charged is displayed; otherwise "(none)" is displayed.

Remarks concerning the entire order may be viewed on the Order Remarks tab as shown in Fig. 196.

The following information is displayed:

OrderMaster Remarks – OrderMaster remarks are remarks that were passed to OrderMaster at the time the order was placed.

Additional Remarks – Additional remarks are remarks that were recorded with the order but were not passed to OrderMaster.

The SHIP TO tab as shown in Fig. 197 indicates whether the order should be shipped to the inventory site responsible for procuring the material, to an alternate inventory site, or to an alternate shipping address.

If shipped to an inventory site or alternate inventory site, the name of the inventory site is displayed. If shipped to an alternate shipping address the following information is displayed:

Saved Address - If the alternate address was saved with a code, the code by which this address was saved is displayed; otherwise "(none)" is displayed.

Contact Name - The name of the person to whom the order should be shipped or who should be notified of the shipment.

Contact Phone - The phone number of the person to whom the order should be shipped or the phone number of the person who should be notified of the shipment.

Company - The name of the company to which the order should be shipped.

Street - The street address to which the order should be shipped.

Room - The room number to which the order should be shipped.

City - The name of the city to which the order should be shipped.

State - The abbreviation of the state to which the order should be shipped.

Zip - The zip code to which the order should be shipped.

VIEW LINE ITEM DETAILS

To view the details for an ordered item, move the marquee to an order line or a shipment line and press ENTER or double-click one. The LINE ITEM DETAILS dialog as shown in Fig. 198 is displayed.

The LINE ITEM DETAILS dialog displays both order item details and shipment details. The Order Item Details frame displays the requirements aggregated to the selected ordered item. The same information is displayed in this frame whether you selected an order line or a shipment line.

The following information is displayed in the Order Item Details frame:

Job - The job for which the item was ordered.

Print - The job print for which the item was ordered.

Step - The job step for which the item was ordered.

Work Environment (abbreviated WE) - The work environment for which the material was ordered (e.g. B = buried).

Work Action - The type of work for which the material was ordered (e.g. PLAC = placing).

Quantity Ordered - The portion of the quantity needed that was ordered on this order item.

Jeopardy Indicator (abbreviated JP) - An asterisk (*) here indicates that the material ordered for this requirement is in jeopardy of not arriving by the on job date (Requisition Date + Shipping Interval > On Job Date).

Assembly Code (abbreviated AC) - A code indicating that the material ordered is part of an assembly.

The Shipment Details frame displays information about the selected shipment. If an order line was selected and multiple shipments exist, the Shipment Details frame is populated with data for the first shipment. If an order line was selected and no shipments exist, the Shipment Details frame does not display any information. To view the details for a specific shipment, double-click on a shipment line on the SUMMARY FOR ORDER window. To let you know which shipment is displayed, the upper right corner of the frame will display #n of x, where n is the selected shipment and x is the total number of shipments associated with this order item (e.g., #2 of 3).

The following information is displayed in the Shipment Details frame:

PO or S/T - The purchase order number or the select ticket number associated with this shipment. If the shipment is to be shipped from a BST warehouse, a select ticket number is displayed. If the shipment is to be shipped from an outside vendor, a purchase order number is displayed.

Line Item - The purchase order line item or, if a select ticket is displayed, the OrderMaster line item.

Scheduled Ship Date (or Shipped Date) - If the shipment is scheduled to be shipped from a BST warehouse, the date the shipment is scheduled to be shipped is displayed. If the shipment is scheduled to be shipped from an outside vendor and the vendor provides a shipment date to CAPRI, the date the shipment is scheduled to be shipped is displayed. If the vendor does not provide a shipment date, this field is blank. If the shipment was shipped from a BST warehouse, the date the shipment was actually shipped from the warehouse is displayed.

Received Date - The date the shipment was received into inventory.

If the item was ordered with custom features, a Custom Features frame is displayed on this dialog. The custom features displayed will vary with the type of material ordered.

If the ordered item is cable, the dialog displays the custom features associated with cable as shown in Fig. 199.

If the ordered item is a capacitor, the dialog displays the custom features associated with capacitors as shown in Fig. 200.

If the ordered item is a non-standard pedestal cross-box, the dialog displays its configuration as shown in Fig. 201.

If the ordered item is a non-standard pole-mounted cross-box, the dialog displays its configuration as shown in Fig. 202.

To get help while on this dialog, press the HELP button. To close this dialog, press the CLOSE button.

To close the SUMMARY FOR ORDER window, double-click the control box located in the upper left-hand corner of the window.

ADJUST AN INVENTORY BALANCE

During a physical inventory you may find that you have more or less inventory than the system indicates that you have and that you need to adjust an inventory balance.

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window as shown in Fig. 203 is displayed.

To adjust an inventory balance, select the inventory item from the grid whose balance you need to adjust and press the Adjust Balances toolbar button located on the INVENTORY ITEMS window or select "Adjust Balances" from the Actions menu. The ADJUST INVENTORY ITEM BALANCE dialog as shown in Fig. 204 is displayed. This function is available if the following conditions are met:

You have security access to update inventory in this inventory site.

You are a Materials Management Manager or a Materials Management warehouse user.

If the selected inventory item is cable and does not have an in transit or awaiting return balance.

If the selected inventory item is serialized non-cable and it does not have an assigned balance.

If the selected inventory item is serialized material and has not been issued.

If the selected inventory item is non-serialized and its inventory balance is greater than zero.

This dialog allows you to adjust the selected inventory item's unassigned or surplus inventory balance. The following information is displayed about the selected inventory item:

Inventory Site - The name of the inventory site responsible for the inventory item.

Material Description - The material description of the inventory item.

Serial Number - The serial number of the inventory item (if serialized).

Assigned - The current assigned balance of the inventory item.

Unassigned - The current unassigned balance of the inventory item.

Surplus - The current surplus balance of the inventory item.

In Transit - The current in transit balance of the inventory item.

Awaiting Return - The current awaiting return balance of the inventory item.

Total Quantity - The current total on hand balance of the inventory item.

To adjust the inventory balance of the selected inventory item, provide the following information:

Unassigned - To increase or decrease the unassigned inventory balance, overtype the current quantity in the Unassigned text box with the new quantity. The value in the Total Quantity text box increases or decreases as the quantity is changed. If the selected inventory item is serialized material and the surplus balance is greater than zero, you cannot adjust the unassigned balance (i.e., the Unassigned text box is disabled).

Surplus - To increase or decrease the surplus inventory balance, overtype the current quantity in the Surplus text box with the new quantity. The value in the Total Quantity text box increases or decreases as the quantity is changed. If the selected inventory item is serialized material and the assigned or unassigned balance is greater than zero, you cannot adjust the surplus balance (i.e., the Surplus text box is disabled).

Remarks - Type in any remarks in the Remarks text box that you wish to have recorded with the Inventory Addition or Inventory Deletion transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without adjusting the inventory balance, press the CANCEL button. To close this dialog and adjust

the inventory balance, press the OK button. The system displays an appropriate message if the following condition occurs:

If the selected inventory item is serialized non-cable material and the new unassigned or surplus balance is greater than 1, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system adjusts the selected inventory item's balance and records either an Inventory Deletion or Inventory Addition material inventory transaction as follows. Multiple transactions are created if you make adjustments to both the surplus and unassigned inventory balances. This could only happen if the selected inventory item was non-serialized material:

If decreasing the unassigned inventory balance, the system decreases the selected inventory item's unassigned balance and records an Inventory Deletion material inventory transaction from the unassigned status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.

If decreasing the surplus inventory balance, the system decreases the selected inventory item's surplus balance and records an Inventory Deletion material inventory transaction from the surplus status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.

If increasing the unassigned inventory balance, the system increases the selected inventory item's unassigned balance and records an Inventory Addition material inventory transaction from the unassigned status.

If increasing the surplus inventory balance, the system increases the selected inventory item's surplus balance and records an Inventory Addition material inventory transaction from the surplus status.

If the inventory item is central office equipment, the Inventory Addition or Inventory Deletion transaction is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

If the inventory item's balance was adjusted successfully, the system displays an appropriate message. The inventory balances displayed on the INVENTORY ITEMS window are updated to reflect the results of the Inventory Addition and/or Inventory Deletion transaction. The Last

Transaction Number text box is updated with the number of the last Inventory Addition or Inventory Deletion transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

CHANGE THE STATUS OF AN INVENTORY ITEM

Changing an inventory item's status involves moving an inventory balance from one inventory status to another.

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window as shown in Fig. 205 is displayed.

To change an inventory item's inventory status, select an inventory item from the grid and press the Change Status toolbar button located on the INVENTORY ITEMS window or select "Change Status..." from the Actions menu. The CHANGE INVENTORY ITEM STATUS dialog ass shown in Fig. 206 is displayed. This function is available if the following conditions are met:

You have security access to update inventory in this inventory site.

You are a Materials Management Manager or a Materials Management Clerical user.

The selected inventory item has an unassigned, surplus, or an awaiting return balance.

If the selected inventory item is serialized material and does not have an assigned balance.

This dialog allows you to move some or all of an inventory balance among the unassigned, surplus, or awaiting return statuses. The following information is displayed about the selected inventory item:

Inventory Site - The name of the inventory site responsible for the inventory item.

Material Description - The material description of the inventory item.

Serial Number - The serial number of the inventory item (if serialized).

The Awaiting Return frame displays the inventory item's current awaiting return balance. The Unassigned frame displays the inventory item's current unassigned balance. The Surplus frame displays the inventory item's current surplus balance. The corresponding frame is not displayed if the inventory item does not have a balance in that status.

To change the inventory status of the selected inventory item, provide the following information:

Move Quantity - The quantity to be moved. If the selected inventory item is serialized material, the Move Quantity is set equal to the on hand balance of the inventory item and cannot be changed. If the selected inventory item is non-serialized material, type the quantity to move in the Move Quantity text box. The Move Quantity cannot be greater than the current balance, but must be greater than zero.

Change To - The inventory status to which the inventory item should be moved. You may move unassigned inventory to either awaiting return or surplus. You may move surplus inventory to either unassigned or awaiting return. You may move awaiting return inventory to either unassigned or surplus. Select the appropriate radio button.

Remarks - Type in any remarks in the Remarks text box that you wish to have recorded with the Change Inventory Status transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without changing the inventory status, press the CLOSE button. To close this dialog and change the inventory status, press the OK button. The system displays an appropriate message if the following conditions occur:

If the Move Quantity is greater than the current unassigned, surplus, or awaiting return balance, the system displays an appropriate error message. Respond to the message by pressing OK.

If the Move Quantity is equal to zero, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system changes the status of the selected inventory item and records an Inventory Status Change material inventory transaction as follows. Multiple transactions are created if you change more than one status. This could only happen if the inventory item was non-serialized material:

If changing the status of unassigned inventory, the system decreases the inventory item's unassigned balance by the Move Quantity, increases either its awaiting return or surplus balance (depending on the status selected) by the same quantity, and records an Inventory Status Change material inventory transaction from the unassigned status to either the awaiting return or surplus status.

If changing the status of surplus inventory, the system decreases the inventory item's surplus balance by the Move Quantity, increases either its unassigned or awaiting return balance (depending on the status selected) by the same quantity, and records an Inventory Status Change material inventory transaction from the surplus status to either the unassigned or awaiting return status.

If changing the status of awaiting return inventory, the system decreases the inventory item's awaiting return balance by the Move Quantity, increases either its unassigned or surplus balance (depending on the status selected) by the same quantity, and records an Inventory Status Change material inventory transaction from the awaiting return status to either the unassigned or surplus status.

The Inventory Status Change transaction is marked as not to be sent to Asset Management.

If the inventory item's status was changed successfully, the system displays an appropriate message and the inventory balances displayed on the INVENTORY ITEMS window are updated to reflect the results of the Inventory Status Change transaction.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.

EXEMPT AN INVENTORY ITEM

All inventoried material is considered non-exempt material. There are certain situations in which you might want to reclassify the inventory item as exempt material (e.g., using the material for a maintenance job rather than an engineered job).

First, display the INVENTORY ITEMS AT xxxx window, where xxxx is the selected inventory site as previously discussed in the third section of this document. The INVENTORY ITEMS window as shown in Fig. 207 is displayed.

To reclassify an inventory item as exempt material, select an inventory item from the grid and press the Reclassify to Exempt toolbar button located on the INVENTORY ITEMS window or select "Reclassify to Exempt..." from the Actions menu. The EXEMPT INVENTORY ITEM dialog as shown in Fig. 208 is displayed. This function is available if the following conditions are met:

You have security access to update inventory in this inventory site.

You are a Materials Management Manager or a Materials Management Clerical user.

If the selected inventory item has an unassigned, surplus, or awaiting return inventory balance.

If the selected inventory item is serialized material and does not have an assigned balance.

This dialog allows you to reclassify an inventory item as exempt material. The following information is displayed about the selected inventory item:

Inventory Site - The name of the inventory site responsible for the inventory item.

Material Description - The material description of the inventory item.

Serial Number - The serial number of the inventory item (if serialized).

The Unassigned frame displays the inventory item's current unassigned balance. The Surplus frame displays the inventory item's current surplus balance. The Awaiting Return frame displays the inventory item's current awaiting return balance. The corresponding frame is not displayed if the inventory item does not have a balance in that status.

To exempt the selected inventory item, provide the following information:

Exempt Quantity - The quantity to be exempted. If the selected inventory item is serialized material, the Exempt Quantity is set equal to the on hand balance of the inventory item and cannot be changed. If the selected inventory item is non-serialized material, type the quantity to exempt in the Exempt Quantity text box. The Exempt Quantity cannot be greater than the current balance, but must be greater than zero.

Remarks - Type in any remarks in the Remarks text box that you wish to have recorded with the Reclassify to Exempt transaction.

To get additional help while on this dialog, press the HELP button. To close this dialog without exempting the inventory item, press the CLOSE button. To close this dialog and exempt the inventory item, press the OK button. The system displays an appropriate message if the following conditions occur:

If the Exempt Quantity is greater than the current unassigned, surplus, or awaiting return balance, the system displays an appropriate error message. Respond to the message by pressing OK.

If the Exempt Quantity is equal to zero, the system displays an appropriate error message. Respond to the message by pressing OK.

If there are no errors found, the system exempts the selected inventory item and records a Reclassify to Exempt material inventory transaction as follows. Multiple transactions are created if you exempt from more than one status. This could only happen if the inventory item was non-serialized material:

If exempting awaiting return inventory, the system decreases the inventory item's awaiting return balance by the Exempt Quantity and records a Reclassify to Exempt material inventory transaction from the awaiting return status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.

If exempting unassigned inventory, the system decreases the inventory item's unassigned balance by the Exempt Quantity and records a Reclassify to Exempt material inventory transaction from the unassigned status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.

If exempting surplus inventory, the system decreases the inventory item's surplus balance by the Exempt Quantity and records a Reclassify to Exempt material inventory transaction from the surplus status. If the inventory item's on hand balance reaches zero, the inventory item is deleted from the system.

If the inventory item is central office equipment, the Reclassify to Exempt transaction is marked as not to be sent to Asset Management; otherwise it is marked to be sent to Asset Management.

If the inventory item was reclassified successfully, the system displays an appropriate message. The inventory balances displayed on the INVENTORY ITEMS window are updated to reflect the results of the Reclassify to Exempt transaction. The Last Transaction Number text box is updated with the number of last Reclassify to Exempt transaction created.

To close the INVENTORY ITEMS window, double-click the control box located in the upper left corner of the window.